EDUCATIONAL SERVICES

Parent

Web Access

User

Manual

GENESIS STUDENT INFORMATION SYSTEM

WEB ACCESS

I	Introduction	p. 3
II	Logging In & Logging Out	p. 4
III	Student Summary Dashboard (Summary) Screen A. Viewing the Dashboard B. Choosing a Student	p. 6 P. 6 P. 7
IV	Attendance A. Daily Attendance	P. 9 P. 9
V	Grading See a student's most recent report card	P. 11 P. 12
VI	Gradebook A. Weekly Summary and Marking Period Averages B. List of Assignments C. One Day's Assignments D. One Week's Assignments E. Special Grades and the Previous Grade Column F. Viewing Teacher's Comments Downloading Attached Documents	P. 13 P. 13 P. 15 P. 16 P. 17 P. 17 P. 18 P. 18
VII	Letters	P. 19
XIII	Contact Management – Managing Information for School	P. 21
IX	Payments	P. 29
X	Home Screens A. Introduction to the Home Screens B. Changing your Password C. Selecting your Home Screen D. Message Center Screen E. Setting Alerts	P. 32 P. 33 P. 33 P. 34 P. 34 P. 36
XI	FAQ	P. 38

Please Note: This is a district wide user manual; not all features listed will be available for all schools.

I. Introduction

The Genesis Parent/Student Web Access tool is a safe, secure way to view your child's school record for the current school year. If your school district chooses, you ***may*** have access to the following information:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Your children's Marking Period, Exam and Final Grades
- Your child or children's Report Cards
- Your child or children's daily attendance record and possibly class attendance records (if your child's school uses class attendance).
- Teacher Gradebook assignments and assignment grades for your child or children.
- Your child or children's course requests or possibly their schedule for the next school year.
- Your child or children's discipline records
- Letters sent to you regarding your child:
    - General Purpose letters
    - Attendance Letters
    - Discipline Letters
    - Scheduling Letters
    - Fines/Fees Letters
- Documents that have been uploaded for your students.

The rest of this manual will guide you through all of the screens which may be available to you and how to use them. Please be aware that you may not see every screen for every one of your students (if you have more than one student in the school district).
The school district chooses which screens can be made available. Screens may not be displayed if they do not apply to your student.

II. Logging In & Logging Out

Logging In

Logging into Genesis is very simple:

1. Go to the Web Access URL supplied with your district welcome packet.
2. Enter your Email Address in the '**Username'** field
3. Enter your Web Access password in the '**Password'** field.
4. Click the '**Login**' button

Logging In for the First Time

The very first time you login you will be required to change your password.

What if I forget my password?

If you forget your password, click the Forgot My Password link, if it is present. If it is not there, you must contact your school or district office. The information may appear on the screen where you see the fake information on the example screen above:

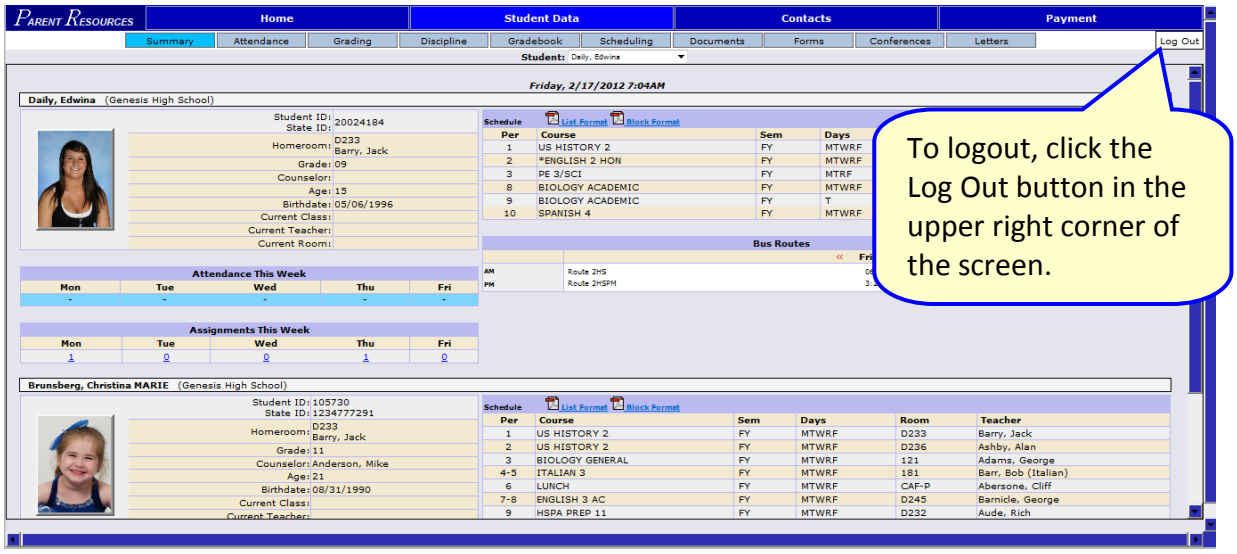
Genesis Parent Access Help Desk
999-9999
E-Mail: donotreply@genesisedu.com

If that information is not there, you should have received information on where to call with your district packet. You will be given a new randomly generated password. The new password maybe mailed to your email account. The first time you login with your new password, you will be required to change it.

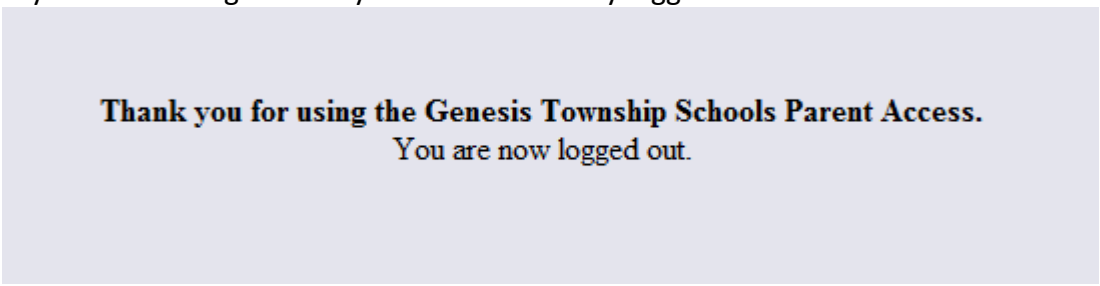
Logging Out

It is important to log out of Genesis Web Access properly: It is important to log out of ***all*** web applications properly.

To logout, locate the **Log Out** button in the upper right corner of every screen and click it:



When you click the logout icon you are immediately logged out:



Why log out? Why not just close or "nuke" the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. This creates a security hole that only you can close: **Be secure, always log out properly.** In this era of Internet access, it is important to always properly close your sessions so that unauthorized persons cannot gain access to your information.

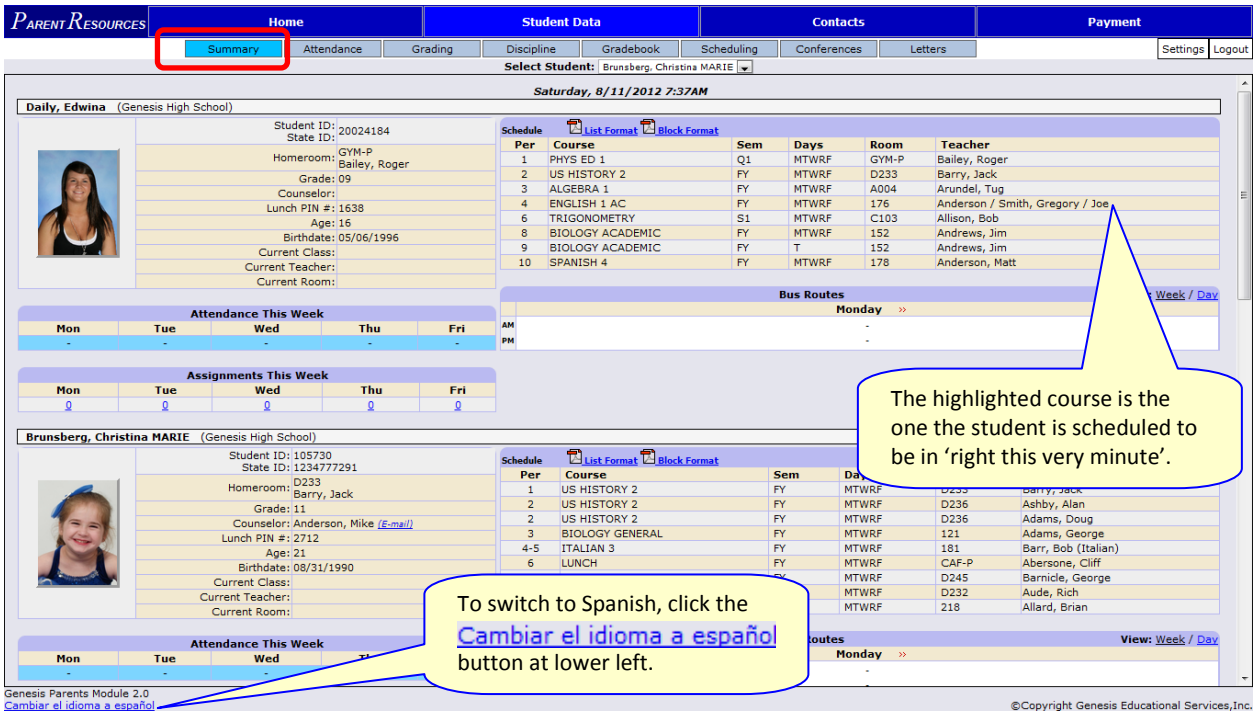
This applies not only to Genesis, but to every Internet/Web application you use.

Switching from English to Spanish

There is a Cambiar el idioma a español button at the lower left corner of every screen. To switch to Spanish, click this button. It then changes the language of the Parent module to Spanish. The button itself changes to Change language to English. Click this to return to English.

III. Student Summary Dashboard Screen

A. *Your "HOME" Screen - The Student Dashboard*


Parent Resources
Home
Student Data
Contacts
Payment
Summary
Attendance
Grading
Discipline
Gradebook
Scheduling
Conferences
Letters
Settings
Logout
Select Student: Brunsberg, Christina MARIE
Saturday, 8/11/2012 7:37AM
Daily, Edwina (Genesis High School)
Student ID: 20024184
State ID:
Homeroom: GYM-P Bailey, Roger
Grade: 09
Counselor:
Lunch PIN #: 1638
Age: 16
Birthdate: 05/06/1996
Current Class:
Current Teacher:
Current Room:
Schedule
List Format
Block Format
Per | Course | Sem | Days | Room | Teacher
1 | PHYS ED 1 | Q1 | MTWRF | GYM-P | Bailey, Roger
2 | US HISTORY 2 | FY | MTWRF | D233 | Barry, Jack
3 | ALGEBRA 1 | FY | MTWRF | A004 | Arundel, Tug
4 | ENGLISH 1 AC | FY | MTWRF | 176 | Anderson / Smith, Gregory / Joe
6 | TRIGONOMETRY | S1 | MTWRF | C103 | Allison, Bob
8 | BIOLOGY ACADEMIC | FY | MTWRF | 152 | Andrews, Jim
9 | BIOLOGY ACADEMIC | FY | T | 152 | Andrews, Jim
10 | SPANISH 4 | FY | MTWRF | 178 | Anderson, Matt
Attendance This Week
Mon | Tue | Wed | Thu | Fri
Bus Routes
Monday
AM
PM
Assignments This Week
Mon | Tue | Wed | Thu | Fri
Brunsberg, Christina MARIE (Genesis High School)
Student ID: 105730
State ID: 1234777291
Homeroom: D233 Barry, Jack
Grade: 11
Counselor: Anderson, Mike (E-mail)
Lunch PIN #: 2712
Age: 21
Birthdate: 08/31/1990
Current Class:
Current Teacher:
Current Room:
1 | US HISTORY 2 | FY | MTWRF | D233 | Barry, Jack
2 | US HISTORY 2 | FY | MTWRF | D236 | Ashby, Alan
2 | US HISTORY 2 | FY | MTWRF | D236 | Adams, Doug
3 | BIOLOGY GENERAL | FY | MTWRF | 121 | Adams, George
4-5 | ITALIAN 3 | FY | MTWRF | 181 | Barr, Bob (Italian)
6 | LUNCH | FY | MTWRF | CAF-P | Abersone, Cliff
MTWRF | D245 | Barnicle, George
MTWRF | D232 | Aude, Rich
MTWRF | 218 | Allard, Brian
The highlighted course is the one the student is scheduled to be in 'right this very minute'.
To switch to Spanish, click the Cambiar el idioma a español button at lower left.
Genesis Parents Module 2.0
Cambiar el idioma a español
©Copyright Genesis Educational Services,Inc.

Genesis Parent Access "Student Data Summary" – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is Web Access "Student Data Summary". This is the Student Dashboard screen. You will see a 'dashboard' for every student linked to your login. All your students will be on one screen.

Each student's 'dashboard' contains the following information:

- Basic information about the student: **student id**, **homeroom**, **grade**, **age**. If you are viewing the screen during the school day, you will also see information about the class your student is in 'right now': **current class**, **current teacher** and **current room.**
- Your student's schedule. The class the student is in 'right now' is highlighted in green.
- The student's attendance summary for the current week – this shows you a color coded attendance code for each of the week.
- Assignment summary for the current week – how many are due each day
- Optionally, the student's bus assignments will be displayed.

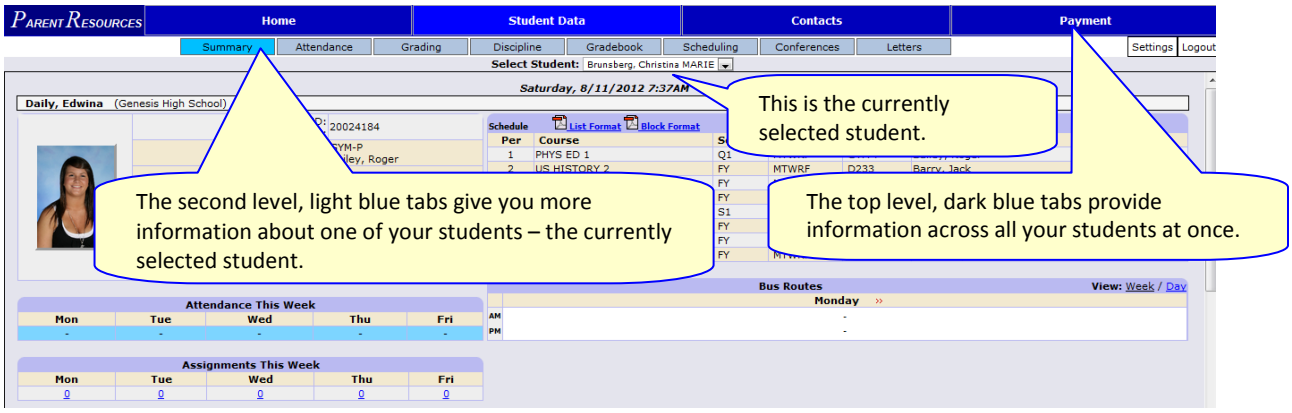


Figure 1 – One Student's Dashboard of Information

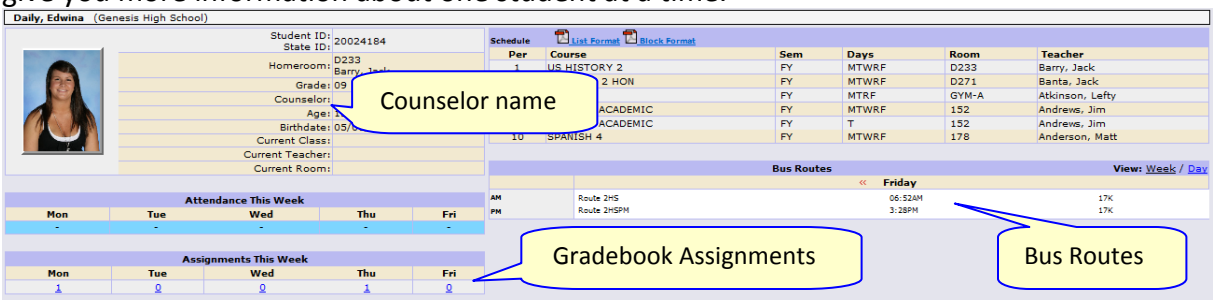
Top Tabs

There are four available dark blue "top tabs". You may not see all of them, depending on which screens your district has enabled. The four include:

- Home – This is where you set up your user profile and access the "Message Center" which provides up to the minute messages about your students.
- Student Data – This is where you can see your students' information. The first screen you see when you click on the Student Data tab is the "Summary" dashboard.
- Contacts – Contacts lists all contact information on record for your students and may allow you to update it.
- Payment – If your district has chosen to allow online payment of fees through Genesis, the Payments tab will be present. If not, it will not be there.

More Information About Each Student

The 'Summary' screen has a dashboard for each of your students. The other light blue tabs give you more information about one student at a time.

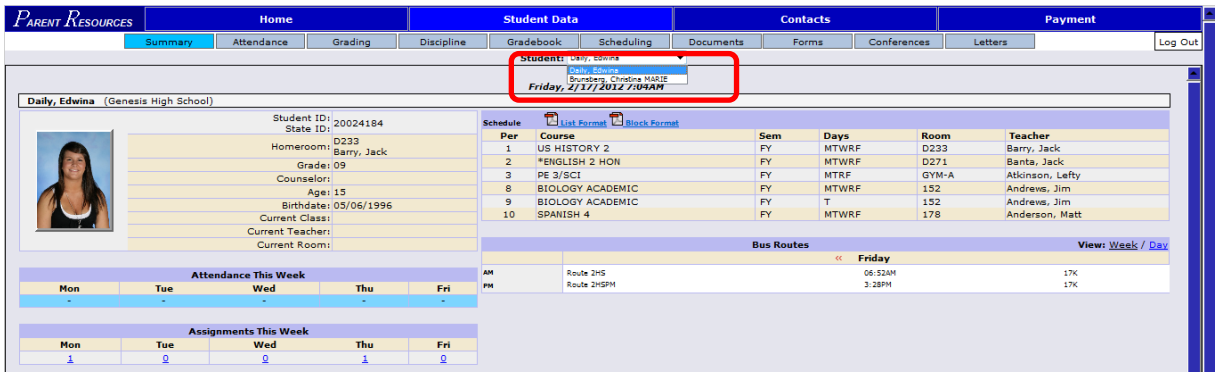


If your child has a schedule (in high school or middle school), click one of the icons to get a printable copy of their schedule. It can be had in either list or block form.

The Selected Student

Only one student can be 'selected' at one time. When you 'select' a student that student's information will appear when any of the additional tabs are clicked. For instance, if you click the 'Attendance' tab, you will see the selected student's daily Attendance calendar for the entire school year.

B. *Selecting a Student*



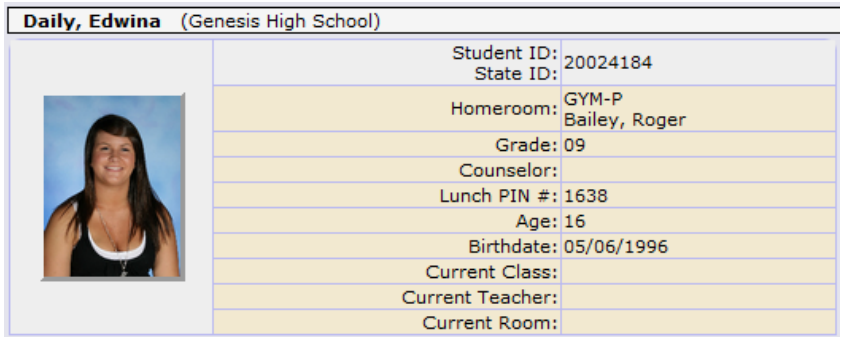
Changing the Selected Student

The name of the 'currently selected student' is displayed in the '**Select Student**' drop down at the top of the screen. To pick a different student, click the **Select Student** drop down and choose the name of the student you want to select. Once you have done that, the tabs will take you to the newly selected student's information.

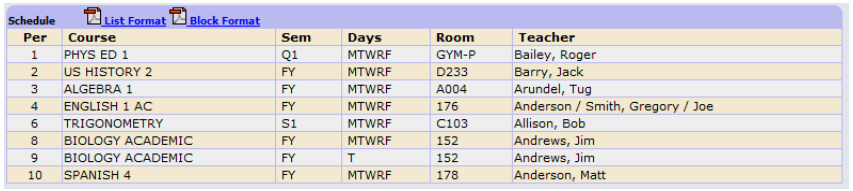
The "Select Student" Drop Down

This drop down contains the names of all the students linked to your login. If you are missing a student, please contact your school or district office. Your district may require you to submit a separate permission slip for each student.

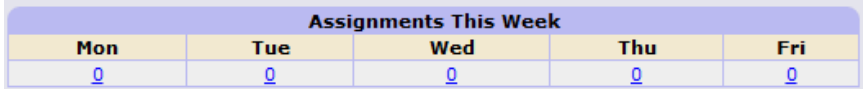
Panels on the Dashboard



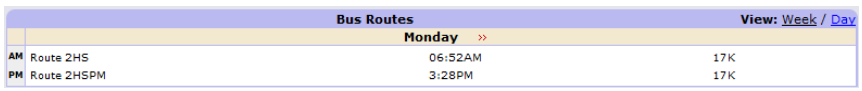
Student information is summarized at the top left of the dashboard. The student's picture may be there, along with basic information such as homeroom, grade, guidance counselor, age and birthdate, and the student's current location.


Schedule
List Format
Block Format
Per Course Sem Days Room Teacher
1 PHYS ED 1 Q1 MTWRF GYM-P Bailey, Roger
2 US HISTORY 2 FY MTWRF D233 Barry, Jack
3 ALGEBRA 1 FY MTWRF A004 Arundel, Tug
4 ENGLISH 1 AC FY MTWRF 176 Anderson / Smith, Gregory / Joe
6 TRIGONOMETRY S1 MTWRF C103 Allison, Bob
8 BIOLOGY ACADEMIC FY MTWRF 152 Andrews, Jim
9 BIOLOGY ACADEMIC FY T 152 Andrews, Jim
10 SPANISH 4 FY MTWRF 178 Anderson, Matt

If your student's school has a schedule (most elementary schools do not), it will appear at the top right of the dashboard. The icons will bring up a printable version of the schedule in different formats.



The Assignments panel shows how many assignments there are for each day. Click a number to see the assignments

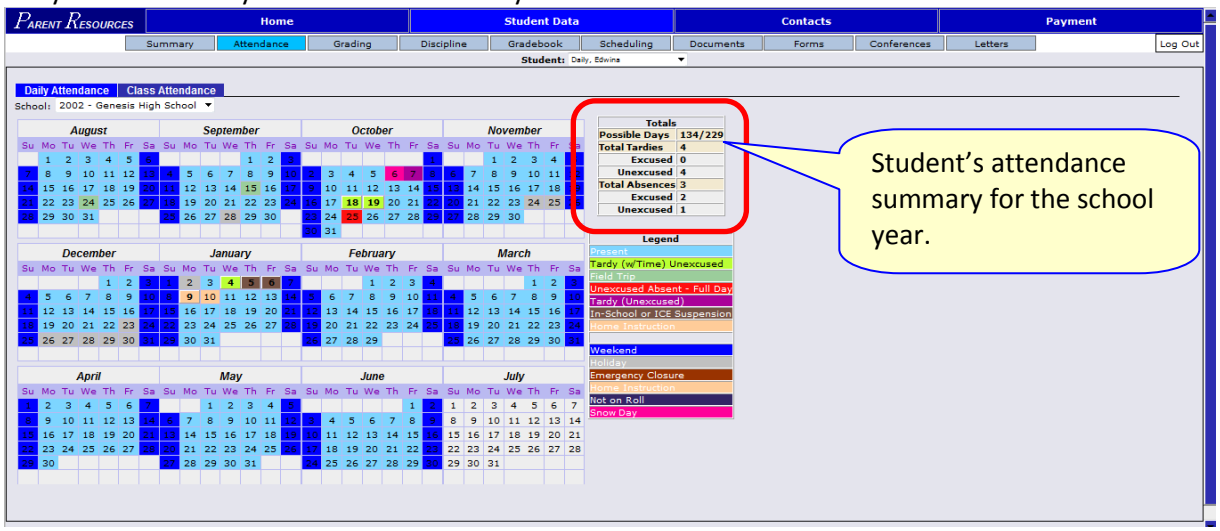


If present, the Bus Routes panel lists the student's morning and afternoon routes.

IV. Attendance

A. *Daily Attendance*

Daily Attendance is your child's official daily attendance.



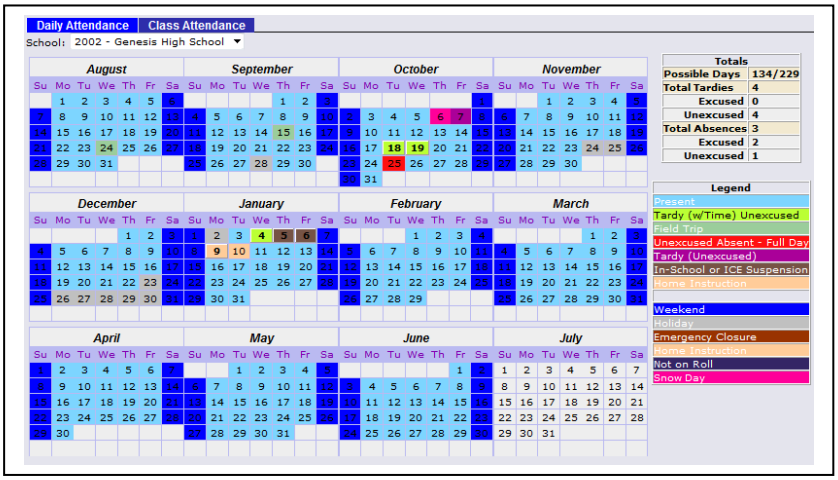
This is your student's Daily Attendance summary for the whole school year.

- The Attendance Calendar with each day color coded
- A summary of the student's Attendance for the year
- The 'Legend' of Attendance codes for your school district.

Attendance Color Codes

Your district selects its own set of Attendance codes and selects the color for each one. When you look at this screen you will see the Attendance codes for ***your*** school district. Common Attendance codes include:

- Unexcused absence
- Excused absence
- Unexcused tardy
- Excused tardy
- Left early
- Field trip



Grading

Current Year Report Card Grades

The Grading screen gives you access to your student's Marking Period grades and teacher comments and possibly the student's most recent actual report card.

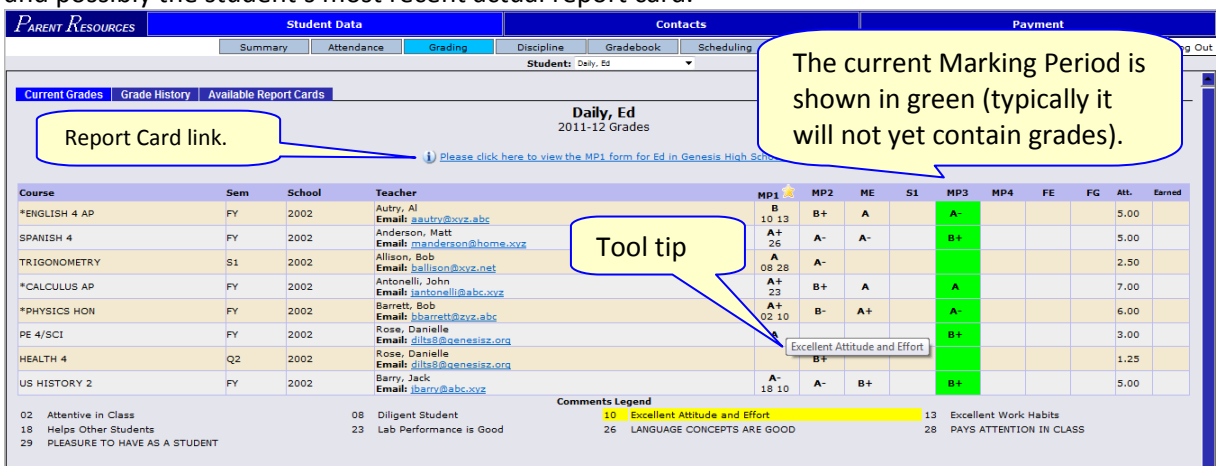


Figure 2 – The Student's Grading screen contains lots of information and a link to their current report card. The numbers below each grade are the comments the student has received for the Marking Period. Place your cursor on a comment number and the corresponding text is highlighted in yellow – the text of the comment is also displayed in a Tool Tip. A link to the current report card is at the top of the screen and links to email teachers may appear below the teacher's name.

The Grading Screen

This screen summarizes your student's Report Card grades for the current year.

The current Marking Period is highlighted in green.

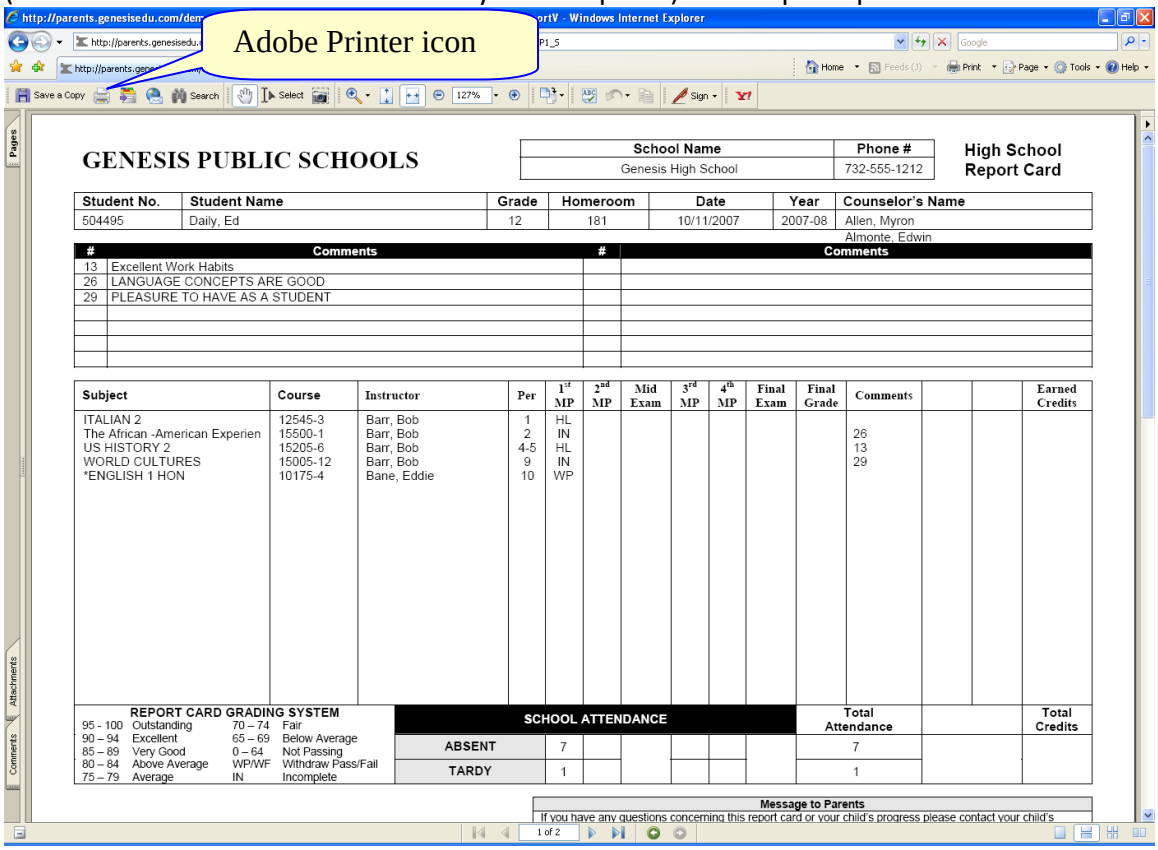
Each box shows the grade and comment codes that your student has received in the corresponding class for the selected Marking Period. If you place your cursor on a comment code (e.g. 03), the corresponding comment will be highlighted (e.g. 03 Completes Assignments Promptly). In addition, the text of the comment will appear in a tooltip (e.g. Completes Assignments Promptly).

In addition, as outlined below, you can access and view your student's most recent report card.

Viewing your Child's Most Recent Report Card

If you are able to view your child's actual report card, a "**Please click here to view**" message will appear between your child's name and their list of grades:

If this message appears, click it to view the actual report card displayed in Adobe Reader (Adobe Reader must be installed on your computer). A sample report cord is shown below.


Adobe Printer icon
GENESIS PUBLIC SCHOOLS
School Name
Genesis High School
Phone #
732-555-1212
High School Report Card
Student No. 504495
Student Name Daily, Ed
Grade 12
Homeroom 181
Date 10/11/2007
Year 2007-08
Counselor's Name Allen, Myron
Almonte, Edwin
Comments
13 Excellent Work Habits
26 LANGUAGE CONCEPTS ARE GOOD
29 PLEASURE TO HAVE AS A STUDENT
Subject Course Instructor Per 1st MP 2nd MP Mid Exam 3rd MP 4th MP Final Exam Final Grade Comments Earned Credits
ITALIAN 2 12545-3 Barr, Bob 1 HL
The African -American Experien 15500-1 Barr, Bob 2 IN 26
US HISTORY 2 15205-6 Barr, Bob 4-5 HL 13
WORLD CULTURES 15005-12 Barr, Bob 9 IN 29
*ENGLISH 1 HON 10175-4 Bane, Eddie 10 WP
REPORT CARD GRADING SYSTEM
95 - 100 Outstanding
90 – 94 Excellent
85 – 89 Very Good
80 – 84 Above Average
75 – 79 Average
70 – 74 Fair
65 – 69 Below Average
0 – 64 Not Passing
WP/WF Withdraw Pass/Fail
IN Incomplete
SCHOOL ATTENDANCE
ABSENT 7 7
TARDY 1 1
Total Attendance
Total Credits
Message to Parents
If you have any questions concerning this report card or your child's progress please contact your child's

Procedure to Print a Copy of the Report Card

1. Click on the '**Setup**' tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Adobe printer icon at the upper left of the Adobe Reader's border. Click it to access a regular Print dialog and print the report card. (Newer versions of Adobe Reader may display the printer icon differently. Please refer to the Adobe Reader user guide.)

Procedure to Save a Copy of the Report Card

1. Click on the '**Setup**' tab.
2. If the "Please click here to view" message appears, click it. If it does not appear, you will not be able to view your child's actual report card at this time.
3. When the report card appears, locate the Save icon at the upper left of the Adobe Reader's border. Click it to access a regular File dialog and print the report card.

Procedure to Return to the Genesis Parents Module

1. When you are done viewing the report card, click the browser "Back" button.

Prior Year Report Cards

The "Available Report Cards" tab brings up Report Cards from previous years that your child's school has made visible through Genesis. Report Cards will ***not*** be available for years before your District began using Genesis:

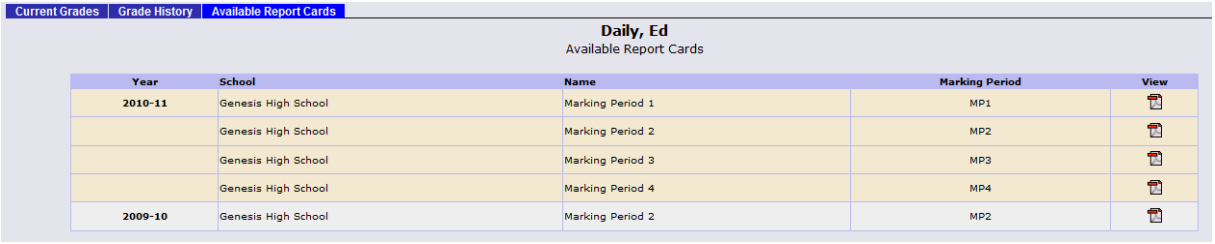


Figure 3 - List of Available Prior Year Report Cards. Click the PDF icon at right to see a Report Card.

Gradebook

A. *Weekly Summary of Assignments Screen and Marking Period Averages*

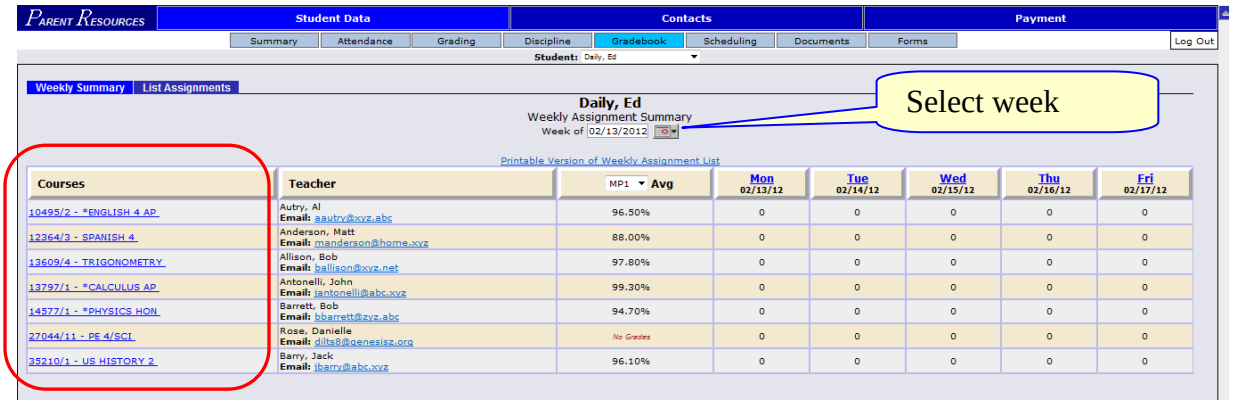


Figure 4 – The Gradebook Summary Screen – Click on the highlighted course name to see all the Assignments for that course. Click on a teacher's email address to send email to that teacher.

A list of Courses with Assignments by Day of the Current Week

This screen lists all courses your child is currently taking.

Marking Period Averages for the Courses

The "Avg" column shows you your student's current Marking Period average – for the current or a previous Marking Period. A 'projected' alpha grade may also appear if your school uses alpha grades.

Viewing all Assignments for One Course

To see all of the Assignments for one course, click on the highlighted course name. That will take you to the "One Course/All Assignments" screen.

Viewing all Assignments for a Selected Day

To see all of the Assignments for one ***day*** (for example, Tuesday), click on the highlighted day name. That will take you to the "One Day/All Assignments" screen.

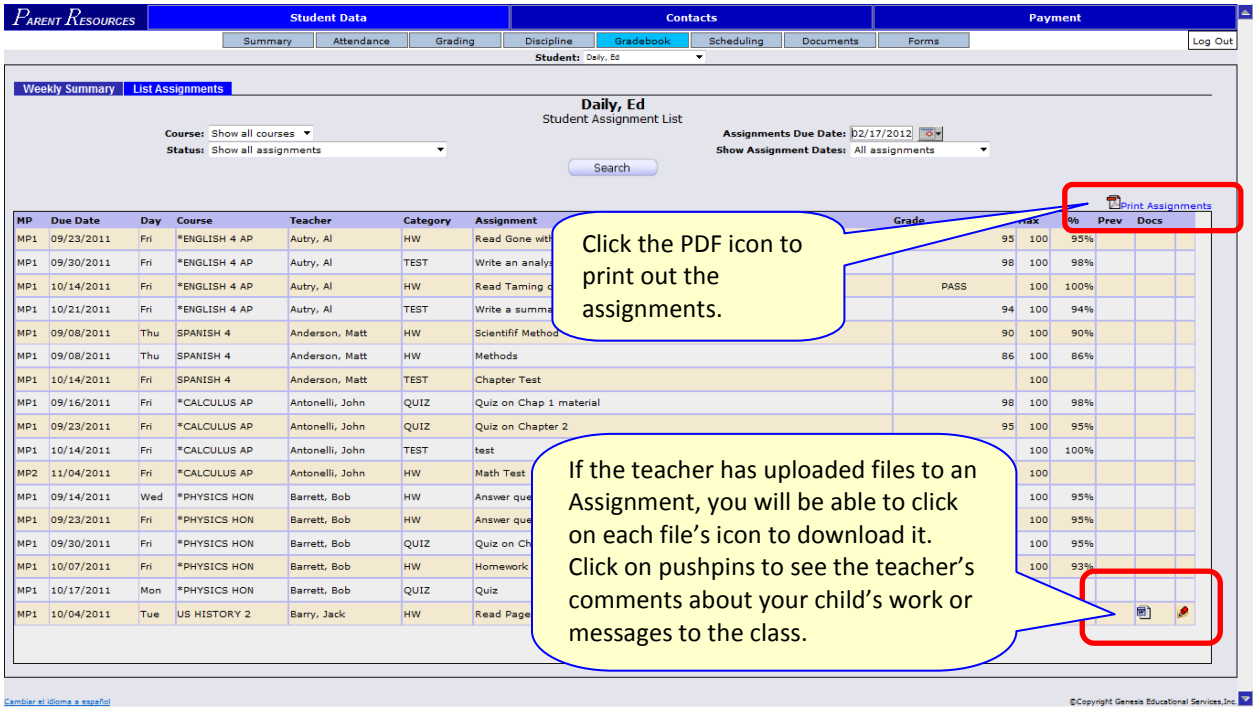


Figure 5 – Gradebook Weekly Summary Screen – Search for Assignments by date, Marking Period or "All Assignments"

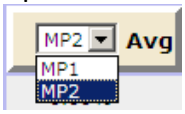
Gradebook Weekly Summary

This shows you a snap shot of all Assignments that are due for the selected week. You may do the following:

- Select a different week by clicking in the "Week of" field.
- See all Assignment for all courses by selecting "All Assignments".
- See all the Assignments for one course by clicking on the highlighted name of a course in the list.
- See all the Assignments for one day by clicking on the highlighted day name.
- See your student's marking period averages for either the current Marking Period or a previous Marking Period.
- Download files the teacher has attached to an Assignment.
- View teachers' Assignment comments for your child.

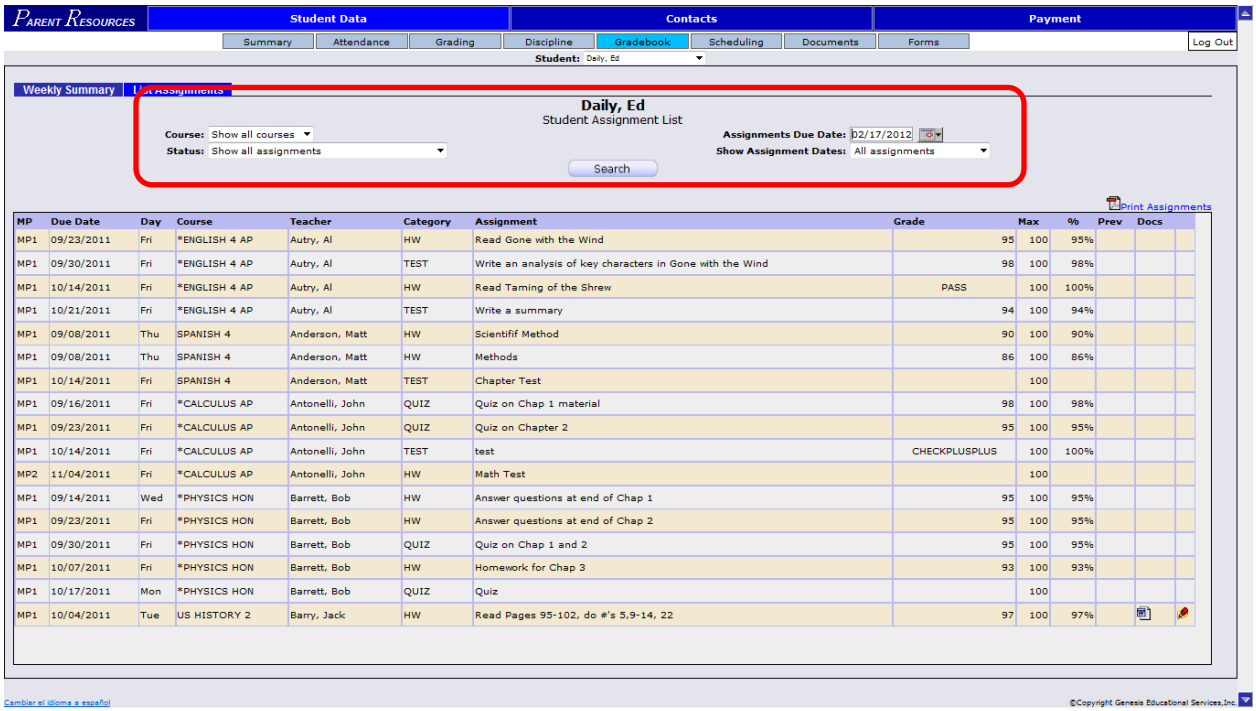
Choosing the Marking Period Average to Display

The "Avg" column always starts by displaying your student's up-to-date Marking Period average for the current (i.e. ongoing) Marking Period. You can check on their average for a previous Marking Period by using the drop down in the "Avg" column header:



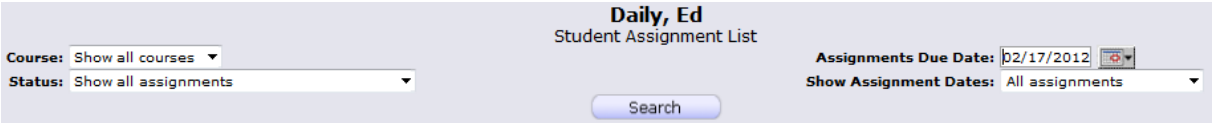
Select the Marking Period and the averages in the column will be updated to show you the averages for that Marking Period. If you tab away from this screen and then return, the averages for the current MP will once again be displayed.

B. *List of Assignments Screen*


Parent Resources
Student Data
Contacts
Payment
Summary
Attendance
Grading
Discipline
Gradebook
Scheduling
Documents
Forms
Log Out
Student: Daily, Ed
Weekly Summary
Daily, Ed
Student Assignment List
Course: Show all courses
Status: Show all assignments
Assignments Due Date: 02/17/2012
Show Assignment Dates: All assignments
Search
Print Assignments
MP Due Date Day Course Teacher Category Assignment Grade Max % Prev Docs
MP1 09/23/2011 Fri *ENGLISH 4 AP Autry, Al HW Read Gone with the Wind 95 100 95%
MP1 09/30/2011 Fri *ENGLISH 4 AP Autry, Al TEST Write an analysis of key characters in Gone with the Wind 98 100 98%
MP1 10/14/2011 Fri *ENGLISH 4 AP Autry, Al HW Read Taming of the Shrew PASS 100 100%
MP1 10/21/2011 Fri *ENGLISH 4 AP Autry, Al TEST Write a summary 94 100 94%
MP1 09/08/2011 Thu SPANISH 4 Anderson, Matt HW Scientifif Method 90 100 90%
MP1 09/08/2011 Thu SPANISH 4 Anderson, Matt HW Methods 86 100 86%
MP1 10/14/2011 Fri SPANISH 4 Anderson, Matt TEST Chapter Test 100
MP1 09/16/2011 Fri *CALCULUS AP Antonelli, John QUIZ Quiz on Chap 1 material 98 100 98%
MP1 09/23/2011 Fri *CALCULUS AP Antonelli, John QUIZ Quiz on Chapter 2 95 100 95%
MP1 10/14/2011 Fri *CALCULUS AP Antonelli, John TEST test CHECKPLUSPLUS 100 100%
MP2 11/04/2011 Fri *CALCULUS AP Antonelli, John HW Math Test 100
MP1 09/14/2011 Wed *PHYSICS HON Barrett, Bob HW Answer questions at end of Chap 1 95 100 95%
MP1 09/23/2011 Fri *PHYSICS HON Barrett, Bob HW Answer questions at end of Chap 2 95 100 95%
MP1 09/30/2011 Fri *PHYSICS HON Barrett, Bob QUIZ Quiz on Chap 1 and 2 95 100 95%
MP1 10/07/2011 Fri *PHYSICS HON Barrett, Bob HW Homework for Chap 3 93 100 93%
MP1 10/17/2011 Mon *PHYSICS HON Barrett, Bob QUIZ Quiz 100
MP1 10/04/2011 Tue US HISTORY 2 Barry, Jack HW Read Pages 95-102, do #'s 5,9-14, 22 97 100 97%
Cambiar el idioma a español
©Copyright Genesis Educational Services,Inc

List of Assignments

This screen will allow you to look at your child's Assignments in multiple ways.



The controls at the top of the screen let you select by the following criteria:

- **Courses** – Select one subject or all subjects
- **Status** –
  - Graded Assignments – Assignments that have been graded.
  - Ungraded Assignments – Assignments that the teacher has not yet graded.
  - Incomplete Assignments – Assignments the student has partially but not completely finished.
  - Missed Assignments – All assignments the student failed to turn in or do.
  - Assignments the student has not yet completed because they were absent on the due date. An assignment is marked "Absent" if the student is absent on the day it is due. This option shows all assignments currently marked "Absent".
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected ***or*** as the ***week*** which contains the date you selected ***or*** as the ***month***.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
  - "One day" – the Assignments for the date selected in **Assignment Due Date**.
  - "Week of" - the Assignments for the week which contains the date selected in **Assignment Due Date**.
  - "Month" - the Assignments for the ***month*** which contains the date selected in **Assignment Due Date**.
  - "MP1" – All assignments for Marking Period 1.

- "MP2" – All assignments for Marking Period 2.
- "MP3" – All assignments for Marking Period 3.
- "MP4" – All assignments for Marking Period 4.
- "All Assignments" – All assignments for the entire duration of the course.

C. *One Day's Assignments*

One Day's Assignment

When you click on a 'day' name you are brought to the "List Assignments" screen with only the one day selected:

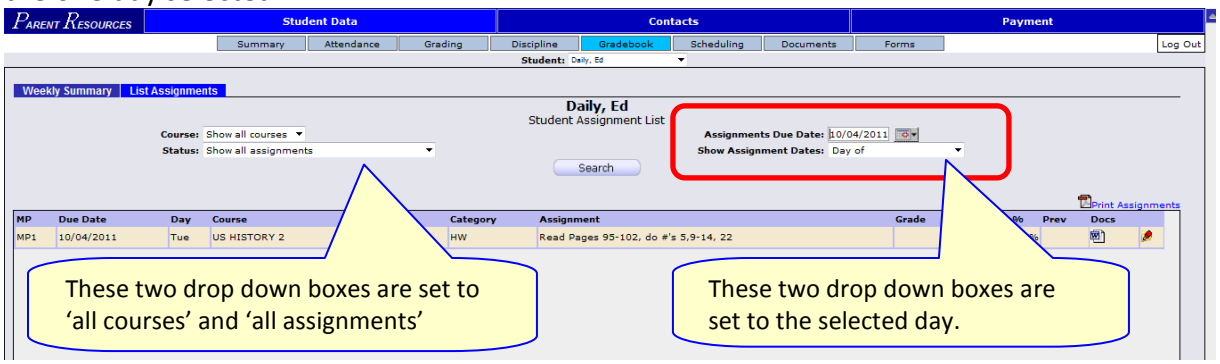


Figure 6 – The "List Assignments" screen in "One Day/All Assignments" mode

One Day/All Assignments

If you click on a day name, you come to the "One Day/All Assignments" screen. This is the "List Assignments" screen set for one day, all courses, all assignments.

D. *One Week's Assignments*

Viewing a Week's Assignments

If you select "Week of" and select any date, you will be shown all assignments for the week containing the selected date. For example, if you select the date "11/21/2008" which happens to be a Friday, you will be shown all assignments for the week Monday, 11/17/2008 through Friday, 11/21/2008.

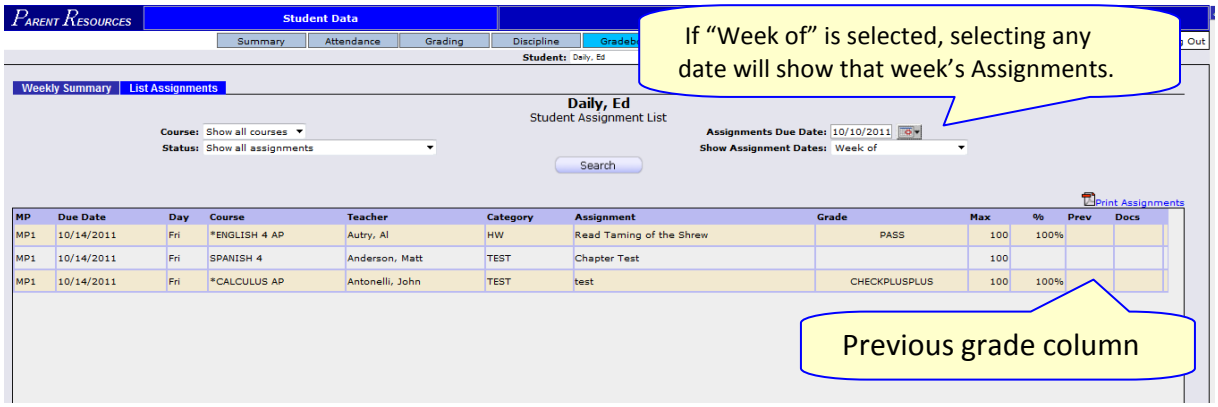


Figure 7 – A view of the List Assignments screen for 1 week, with the "previous grade" column

E. *Special Grades and the Previous Grade Column ("Prev")*

Teachers have 4 "special" grades that they can give students for any assignment:

- **Absent** – Your child was absent on the date the assignment was due. This means your child has a chance to make up the work: The assignment is not counted until the teacher changes the grade to a regular grade or to **Missing** or **Incomplete.** When a grade of **Absent** is changed to another grade, "Absent" appears in the **Prev** column. Something that "was previously Absent" was turned in after your child returned to school following an absence.
- **Missing** – Your child failed to turn in an assignment or take a quiz or a test. When a **Missing** is changed to another grade, Missing appears in the **Prev** column. Missing is the most common special grade. A teacher's comment may accompany a missing. Something that "was previously Missing" was turned in late.
- **Incomplete** – Your child partially completed an assignment but did not finish it. When **Incomplete** appears in the **Prev** column, your child has completed the assignment late.
- **Exempt** – Your child is not responsible for doing this assignment. It does not count for them. It is unusual for an Exempt to appear in the **Prev** column. Usually, when a child is explicitly exempt from an Assignment, they are not later given a grade.

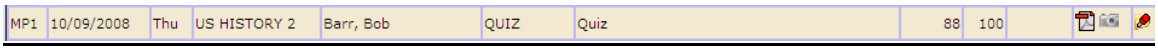
Initially, these special grades appear in the regular **Grade** column (e.g. ABS). When a teacher gives one of these special grades (e.g. MI - Missing) and then later changes it to another grade, the original, special grade (i.e. Missing) is displayed in the **Prev** column on the List Assignments screen. Regular grades ***never*** appear in the **Prev** column – it is only for these special grades.

The teacher cannot clear the "previous grade". It is always displayed to you. You might use this information to help understand why your child may have received their regular grade ("the work was late"). For example, excellent work turned in late often receives a reduced grade.

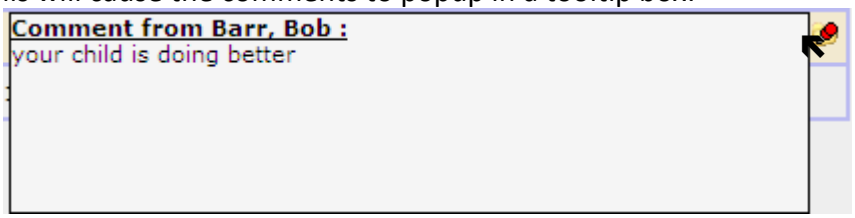
F. *Viewing Teacher Comments*

Viewing Teacher's Comments

Teachers can enter comments on your child's performance that can be viewed through the List Assignments screen. ***If a teacher has entered a comment on an assignment, please take time to view it.***



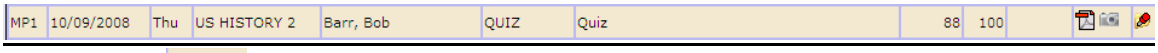
If a pushpin icon appears on the far right side of an Assignment line, it means the teacher has entered a comment on the assignment. To read the comment, place your cursor over the icon. This will cause the comments to popup in a tooltip box:



G. *Downloading Attached Documents*

Downloading documents from Teachers

Teachers can upload documents to assignments so that you can download these at home. The "documents" include such things as MS Word, MS Excel, PDF files, .wmv movies, podcasts and many other types of files. When one or more documents have been uploaded and attached to an assignment, icons identifying the type of each attachment appear in the Docs column on the List Assignment screen.



If icons (e.g.) appear in the "Docs" column on the right side of an Assignment line, it means that the teacher has uploaded documents to the assignment and you may download these. There will be one icon for each document the teacher has attached (means there are two documents attached, one attached to each icon). The shape of the icon indicates the kind of file that is attached (e.g. indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the right application to view each type of file.[1]

To see the description of an attached document, place your cursor on the icon:

(cursor on PDF icon)

(cursor on camera icon)

To download the document, double click on its icon. The attachment will be displayed in the central part of the screen.

[1] While teachers are encouraged to upload files in common formats, such as MS Word, there is no guarantee that you will always have the right application to view an attachment. If you do not, please contact the teacher.

V. Letters

The Letters tab contains a list of letters that have been generated and sent to the student's guardians. Once the letter has been sent to the guardian, it can be made available on the Letters screen.

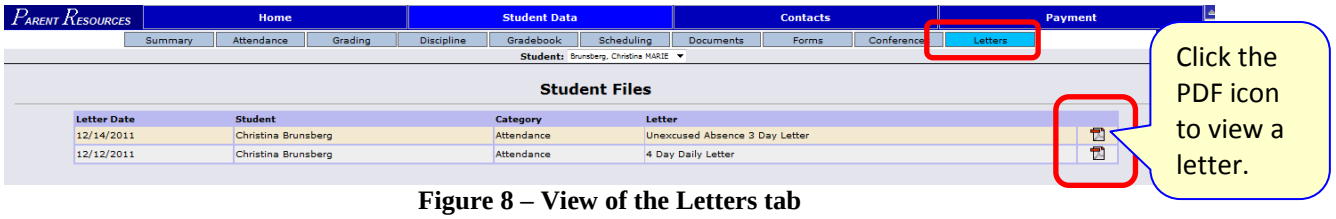


Figure 8 – View of the Letters tab

To view a letter, click on the PDF icon corresponding to it. This will open a separate window and display the letter:

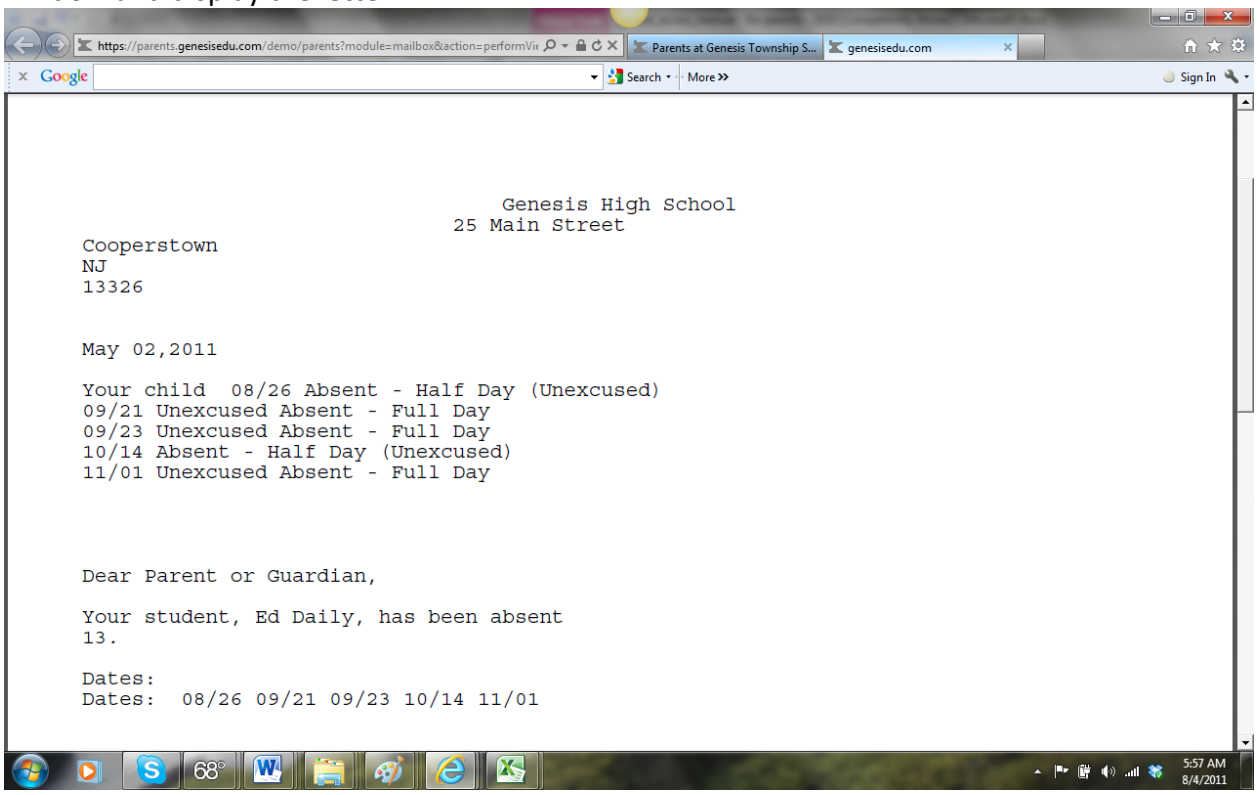


Figure 9 – Sample Letter Display – letter is displayed in a separate web browser window.

When you are finished viewing the letter, you may close the window it is displayed in.

Printing Letters

All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

What types of Letters are displayed?

- **Attendance Letters** – Letters generated when the student has some Attendance-related issue (e.g. too many absences).

- **Conduct Letters** – Letters generated when a student is involved in a discipline infraction.
- **Scheduling Letters** – Letters related to scheduling classes for next year.
- **General purpose letters** – Any letter that does not fall into one of the above categories is considered "general purpose". These can cover a wide variety of topics.

Letter Date	Student	Category	Letter	
05/02/2011	Ed Daily	Attendance	4 Day Letter	
02/22/2011	Ed Daily	Conduct	10 Demerit	
02/22/2011	Ed Daily	Conduct	10 Demerit	
02/22/2011	Ed Daily	Conduct	10 Demerit	
02/22/2011	Ed Daily	Conduct	10 Demerit	

VI. Contact Management

The Contacts screen allows you to view and possibly update the contact information for your students. If you do not have permission to update the Contact information directly via Web Access, you will not see the fields and buttons described here. If those fields and buttons are missing, please contact your school or district offices to update information for your children.

A PDF icon should appear next to the name of each of your children to allow you to print out their current contact information.

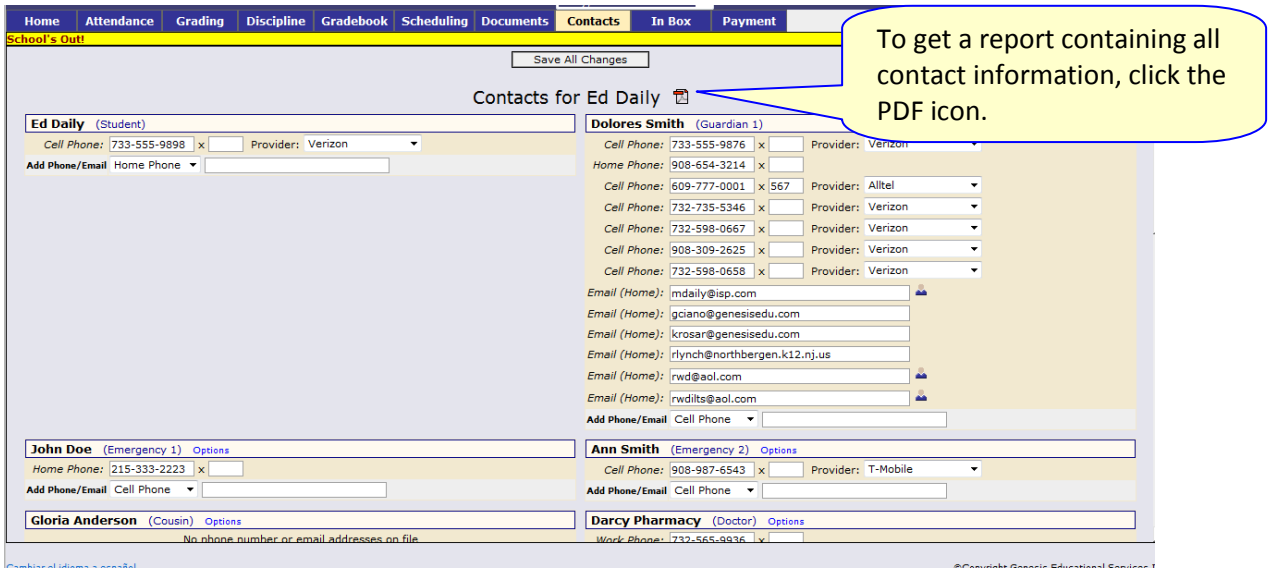


Figure 10 – View of part of the Contacts Screen listing all Contact Information for your students. The PDF icon at the top can be used to get a PDF report of all of the information displayed on this screen.

What is listed on the Contact Management Screen?

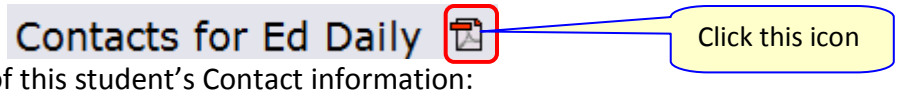
The Contacts screen lists all telephone and email contact information for:

- The student themselves – your children's own cellphone and email addresses
- The student's Guardians – The legal guardians – such as yourself – who are allowed to view the children's information.
- Other contacts – all other people whom you wish the school to be aware of in your children's lives, including:
    - Emergency contacts – People you wish to be contacted should an emergency arise and you are not available.
    - Doctors
    - Dentists
    - Hospital to use in an emergency if hospitalization is required.
    - Other people it is important that the school know about.

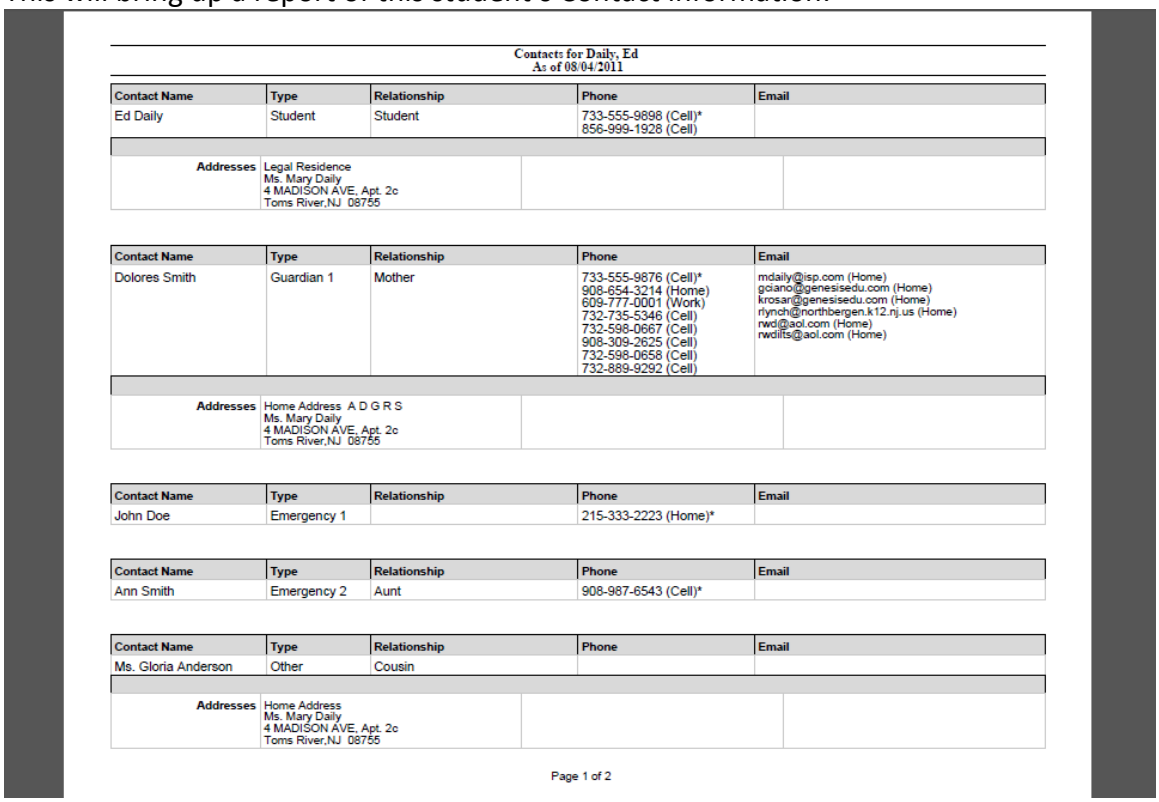
The Contacts screen has an area for each of your children and within a child's area; there is a separate section for each Contact.

Viewing and Printing Contact Information for all Students linked to your Account

To print a copy of all of the contact information found on the Contacts screen for one student, locate the PDF icon next to the student's name and click it.



This will bring up a report of this student's Contact information:



Contacts for Daily, Ed
As of 08/04/2011

Contact Name	Type	Relationship	Phone	Email
Ed Daily	Student	Student	733-555-9898 (Cell)* 856-999-1928 (Cell)	
Addresses	Legal Residence Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River,NJ 08755			

Contact Name	Type	Relationship	Phone	Email
Dolores Smith	Guardian 1	Mother	733-555-9876 (Cell)* 908-654-3214 (Home) 609-777-0001 (Work) 732-735-5346 (Cell) 732-598-0667 (Cell) 908-309-2625 (Cell) 732-598-0658 (Cell) 732-889-9292 (Cell)	mdaily@isp.com (Home) gciano@genesisedu.com (Home) krosar@genesisedu.com (Home) rlynch@northbergen.k12.nj.us (Home) rwd@aol.com (Home) rwdilts@aol.com (Home)
Addresses	Home Address A D G R S Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River,NJ 08755			

Contact Name	Type	Relationship	Phone	Email
John Doe	Emergency 1		215-333-2223 (Home)*	

Contact Name	Type	Relationship	Phone	Email
Ann Smith	Emergency 2	Aunt	908-987-6543 (Cell)*	

Contact Name	Type	Relationship	Phone	Email
Ms. Gloria Anderson	Other	Cousin		
Addresses	Home Address Ms. Mary Daily 4 MADISON AVE, Apt. 2c Toms River,NJ 08755			

Page 1 of 2

Figure 11 – The Contacts Report for one student – These reports maybe multiple pages.

The Contact Report: The report is always for one student. Each student listed will have a PDF icon next to their name which can be clicked for that student's Contacts report. The reports can be multiple pages. Make sure you scroll down to see all of a student's Contact information.

This report can be printed out, corrected and brought to your child's school or district offices.

Printing Contact Reports

All Genesis reports are displayed as PDFs using Adobe Reader. To print on a printer, use the Adobe Printer icon to bring up a normal print dialog.

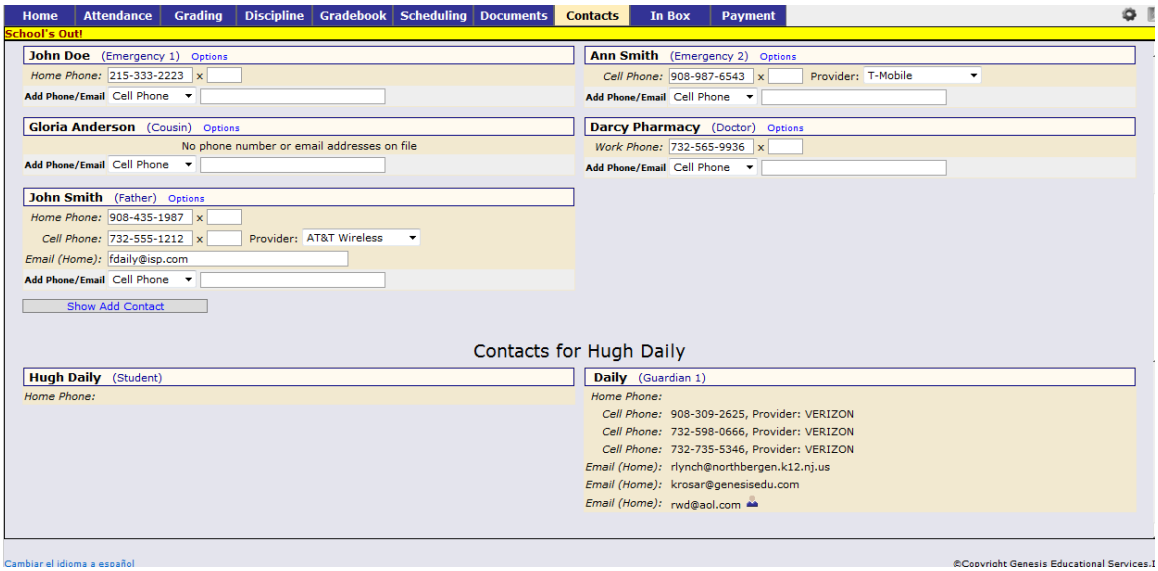
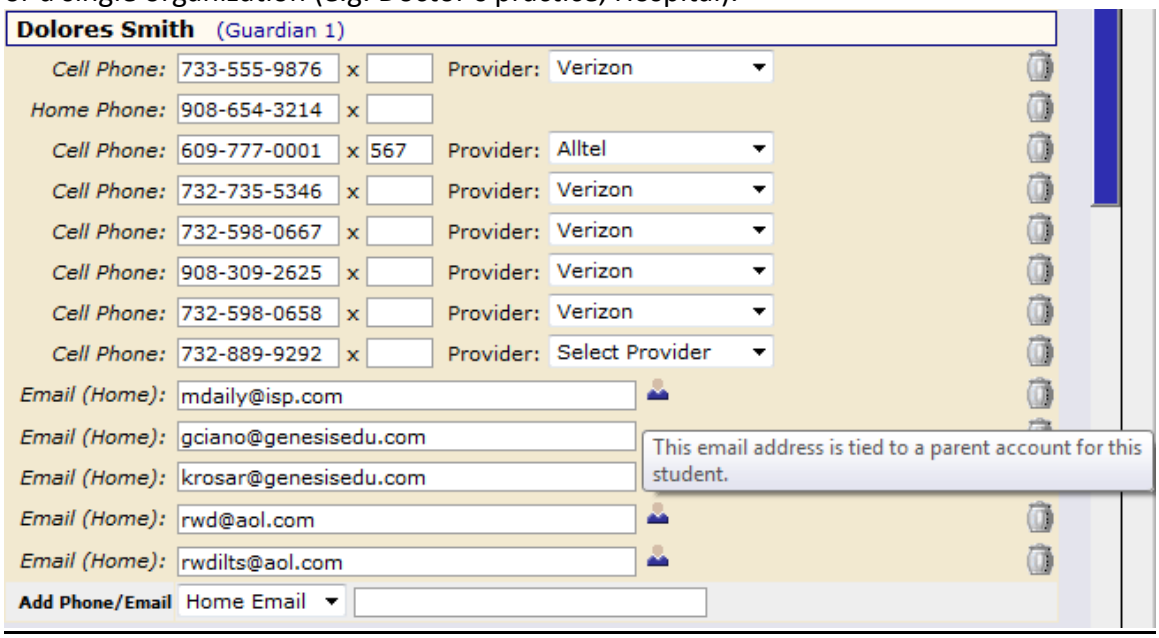


Figure 12 – Scroll down to view additional students and contact information

Interpreting Information for a Contact

The Contacts screen

Each "Contact" represents one person in a student's life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor's practice, Hospital).


Dolores Smith (Guardian 1)
Cell Phone: 733-555-9876 x Provider: Verizon
Home Phone: 908-654-3214 x
Cell Phone: 609-777-0001 x 567 Provider: Alltel
Cell Phone: 732-735-5346 x Provider: Verizon
Cell Phone: 732-598-0667 x Provider: Verizon
Cell Phone: 908-309-2625 x Provider: Verizon
Cell Phone: 732-598-0658 x Provider: Verizon
Cell Phone: 732-889-9292 x Provider: Select Provider
Email (Home): mdaily@isp.com
Email (Home): gciano@genesisedu.com
Email (Home): krosar@genesisedu.com
Email (Home): rwd@aol.com
Email (Home): rwdilts@aol.com
This email address is tied to a parent account for this student.
Add Phone/Email Home Email

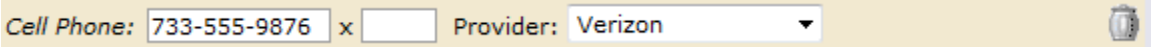
The top line shows the Contact's name and "contact type":

There are multiple contact types that are possible:

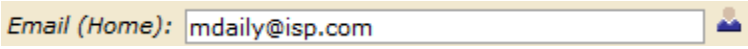
- Student
- Guardian 1
- Guardian 2
- Guardian 3

- Guardian 4

Phone Numbers: A Contact may have an unlimited number of phone numbers listed for them. If a number is a cell number and you want the Contact to receive text messages on their cell phone regarding your child, you must select the name of the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile, etc.). If you have permission to remove phone numbers, a trashcan icon will appear at the far right of each phone number:

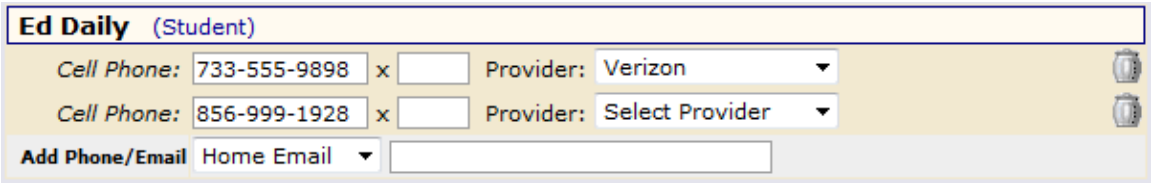


Email Addresses: A Contact can have multiple email addresses listed. If a small icon appears at the right side of the email address, it means that this email address is being used as the login for a Genesis login for your child. For example, it may be your email address and indicate that you have a Genesis login:



The Student's Own Contact Information

Each student can have their own, personal phone numbers and email addresses listed under the "Student" contact. These would be ways for the school to contact the student, themself, directly.


Ed Daily (Student)
Cell Phone: 733-555-9898 x Provider: Verizon
Cell Phone: 856-999-1928 x Provider: Select Provider
Add Phone/Email Home Email

Updating Information for a Contact

Each section contains information for a single Contact:

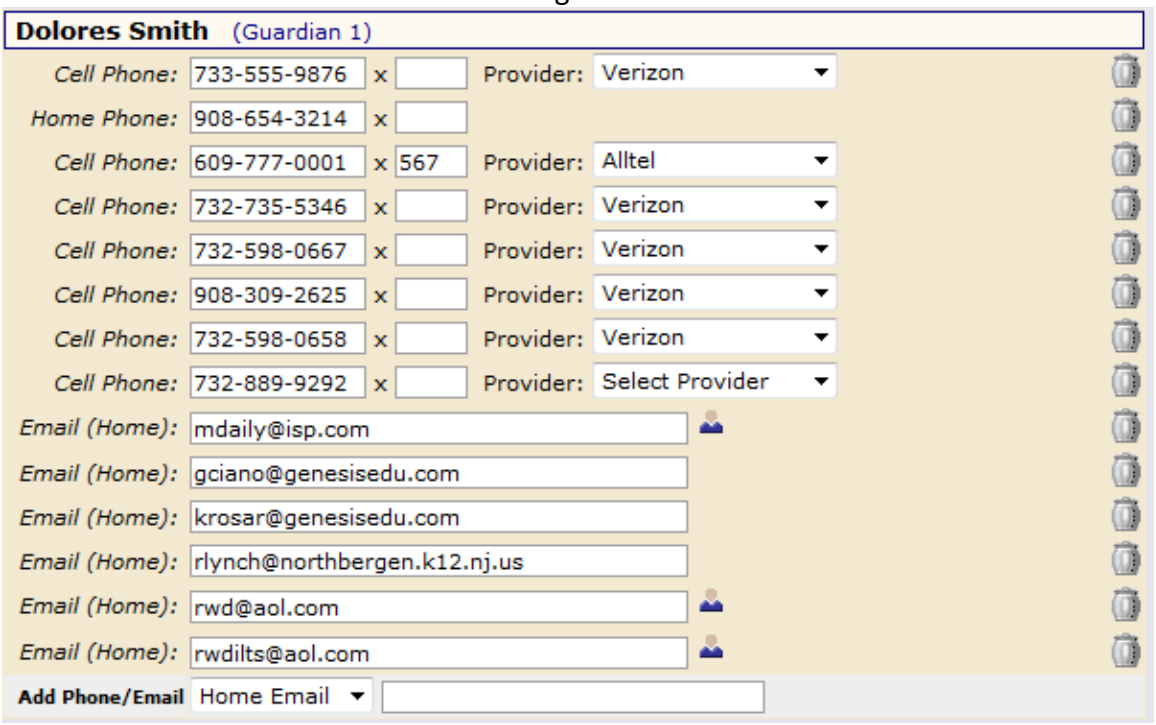

Dolores Smith (Guardian 1)
Cell Phone: 733-555-9876 x Provider: Verizon
Home Phone: 908-654-3214 x
Cell Phone: 609-777-0001 x 567 Provider: Alltel
Cell Phone: 732-735-5346 x Provider: Verizon
Cell Phone: 732-598-0667 x Provider: Verizon
Cell Phone: 908-309-2625 x Provider: Verizon
Cell Phone: 732-598-0658 x Provider: Verizon
Cell Phone: 732-889-9292 x Provider: Select Provider
Email (Home): mdaily@isp.com
Email (Home): gciano@genesisedu.com
Email (Home): krosar@genesisedu.com
Email (Home): rlynch@northbergen.k12.nj.us
Email (Home): rwd@aol.com
Email (Home): rwdilts@aol.com
Add Phone/Email Home Email

Figure 13 – Information for one Contact

Each "Contact" represents one person in a student's life (e.g. Mother, Grandmother, Uncle), or a single organization (e.g. Doctor's practice, Hospital).

You MAY be able to update the Contact information directly on the screen: this is under the control of your school district. They may allow you to update the information directly, or you may only be able to view it.

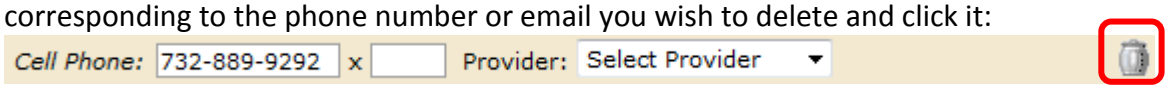
Updating a Contact's Email and Phone Numbers

You can do three things to the email addresses and phone numbers:

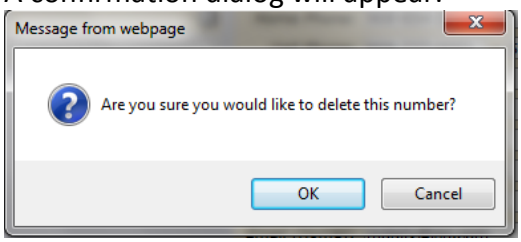
- Change the information
- Remove (i.e. delete) the information
- Add new phone numbers and email addresses

WARNING: You can only do these things if your school district gives you permission. This section assumes that you have such permission – if you cannot do the things described here, it is because your district has not given you permission to do them: it is not because the system is broken.

Deleting a phone number or email address: Find the delete trashcan icon corresponding to the phone number or email you wish to delete and click it:

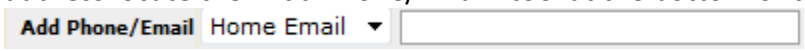


A confirmation dialog will appear:

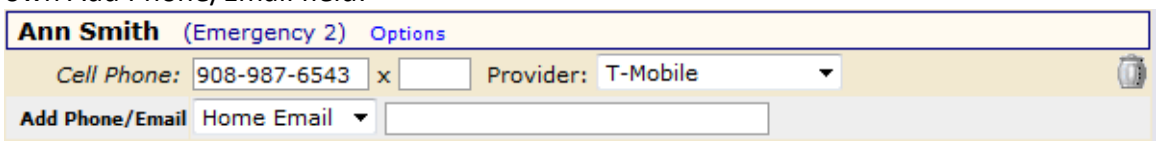


Click the OK button to continue and delete the email address or phone number. Click Cancel to abandon the deletion and keep the information.

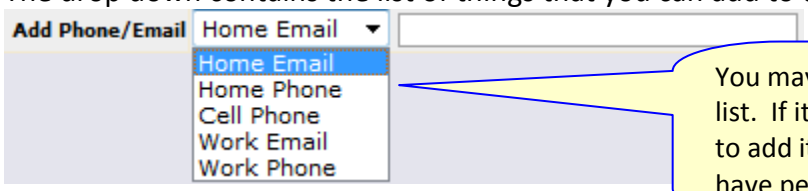
Adding a phone number or email address: To add a new phone number or email address locate the "Add Phone/Email" tool at the bottom of the Contact's information:



Make sure you locate the Add Phone/Email for the correct Contact. Each Contact has their own Add Phone/Email field:



The drop down contains the list of things that you can add to the Contact:

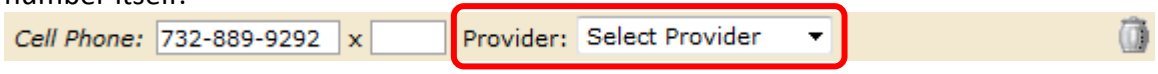


You may only add the types of things in this list. If it is missing, you do not have permission to add it (e.g. if "Email" is missing you do not have permission to add Emails.

Select the type of information you want to add.
Then move to the blank text field and enter the phone number or Email address.
Go to the top or bottom of the screen and click the Save All Changes button.

Adding a Cell Provider information to an existing phone number: For Genesis to send text messages to a Cell number, the cell service provider (e.g. Verizon, AT&T, Sprint, T-Mobile) must be specified. It is not possible to send text messages without that information. "Text messages" include the notifications that can be sent, for example, when a student's gradebook grades are updated. If the cell service provider is selected, but is wrong, the number will not receive the messages that are sent.

To set or change a cell number, locate the "Provider" drop down to the right of the phone number itself:

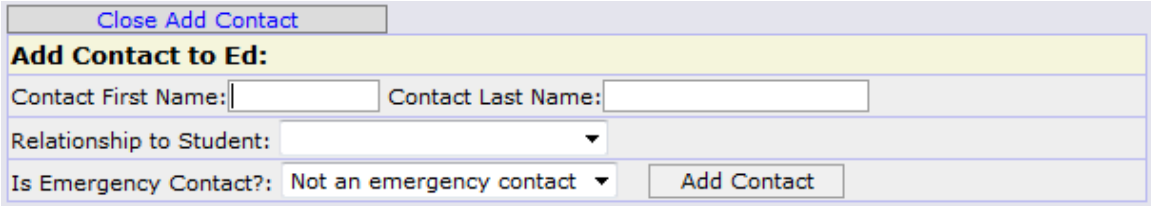


Select your provider, then scroll up or down (to the top or bottom of the page) and click the Save All Changes button.

Adding a New Contact

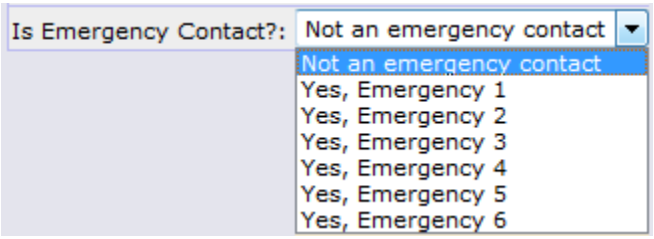
If you have a Show Add Contact button at the bottom left of a student's list of contacts, you have permission to add a new contact! If you do not see that button, you do not have permission to add a contact: please contact your school to update contact information.

To add a Contact, click on the Show Add Contact button. This brings up the "New Contact" area right below the button:



Enter the following fields:

- Contact First Name – The person's last name
- Contact Last Name – The person's first name
- Relationship to Student – Select the new Contact's relationship to the student: Friend? Neighbor? There are dozens of relationships listed. It is important to select the correct one.
- Is the person an Emergency Contact for your child? Do you want them to be contacted in an emergency? If yes, select one of the Emergency Contact options.



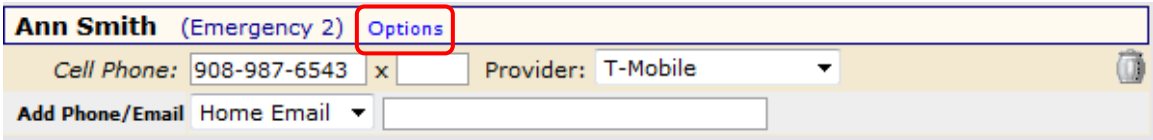
You can enter up to six emergency contacts for each of your students. Emergency contacts are people you wish to be called in the event of an emergency. Enter in the order in which you would like these people to be contacted.

Once you have entered all the information, click the Add Contact button to add the new Contact.

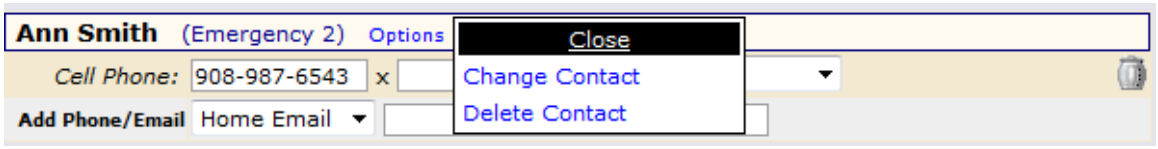
WARNING: If you have more than one student, and you wish the new contact to be used for all your students, you must add them separately to each child's contacts.

Changing or Deleting an Existing Contact

If you have permission to update information for a contact, there will be an Options button in the top line of the contact's information. To update the name information for a contact or to delete the contact entirely, use this Options button:



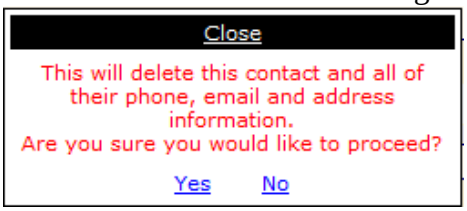
When you click Options, a popup appears:



The popup gives you three options:

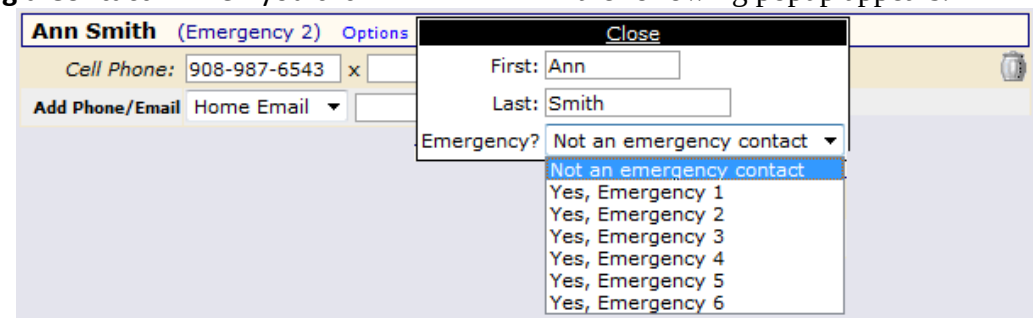
- Close - Clicking the Close button dismisses the popup and makes no changes.
- Change Contact - Clicking Change Contact lets you change the name and relationship information for this Contact.
- Delete Contact - Clicking Delete Contact removes the contact entirely. This removes the whole contact: name, phone numbers and email addresses. Warning: There is no UNDO button.

Deleting a Contact: When you click Delete Contact the following confirmation dialog appears:


Close
This will delete this contact and all of their phone, email and address information.
Are you sure you would like to proceed?
Yes No

If you click Yes, the contact and all their information is permanently removed. If you click No, then the popup is closed and the contact is not deleted.

Changing a Contact: When you click Change Contact the following popup appears:



You can change the contact's first or last name, and set whether they are an Emergency Contact or not. To make changes to the contact, update the information, then scroll to the top or bottom of the screen and click the Save All Changes button.

VII. Payments

The Payment screen, when it is available, allows you to pay fees for your children directly through the Genesis parent module using your Amazon account and services to make your payments.

The Payment screen lists all fees for all your children at once (you do not need to select each child individually to see their fees):

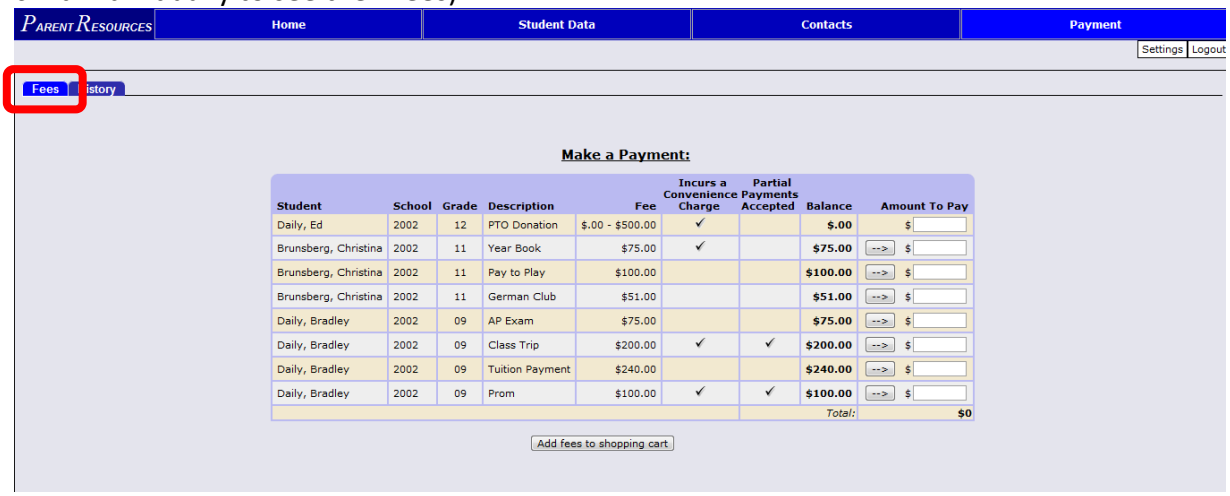


Figure 14 – The Payment→Fees screen showing a list of all unpaid fees for all children associated with your web access account

There are three screens that are part of the payment mechanism. The first is the "Fees" screen which contains a list of all fees owed by all your children:

Make a Payment:

Student	School	Grade	Description	Fee	Incurs a Convenience Charge	Partial Payments Accepted	Balance	Amount To Pay
Daily, Ed	2002	12	Pay to Play	$100.00			**$100.00**	--> $
Daily, Ed	2002	12	Prom	$100.00	✓	✓	**$90.00**	--> $
Brunsberg, Arlo	2002	11	School Trip 2	$200.00	✓	✓	**$200.00**	--> $
Shopping Cart Items: 2							*Total:*	**$100**

Add fees to shopping cart | Proceed to check out

Paying Fees: To pay one of the fees, either fully or partially, find it in the list of fees:

Student	School	Grade	Description	Fee	Incurs a Convenience Charge	Partial Payments Accepted	Balance	Amount To Pay
Daily, Ed	2002	12	Pay to Play	$100.00			**$100.00**	--> $

Click the --> button to copy of the fee amount into the "Amount to Pay" field:

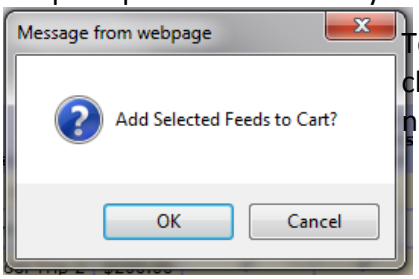
Student	School	Grade	Description	Fee	Incurs a Convenience Charge	Partial Payments Accepted	Balance	Amount To Pay
Daily, Ed	2002	12	Pay to Play	$100.00			**$100.00**	--> $100.00

Optionally, you can enter a partial payment amount (e.g. $50.00).

You can also enter payments for multiple fees. A total amount is displayed at the bottom of the list:

Student	School	Grade	Description	Fee	Incurs a Convenience Charge	Partial Payments Accepted	Balance	Amount To Pay
Daily, Ed	2002	12	Pay to Play	$100.00			**$100.00**	--> $100.00
Daily, Ed	2002	12	Prom	$100.00	✓	✓	**$90.00**	--> $
Brunsberg, Arlo	2002	11	School Trip 2	$200.00	✓	✓	**$200.00**	--> $50.00
Shopping Cart Items: 2							*Total:*	**$150**

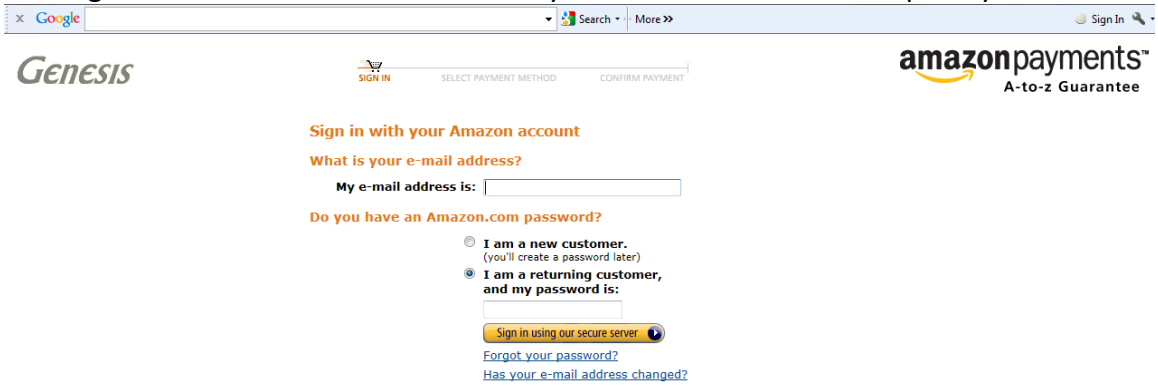
To then move the payments to your Shopping Cart, click the Add fees to shopping cart button below the list. You will be prompted to make sure you wish to do this:



To add the fees to your cart, click OK. Click Cancel to do nothing.

When you have put all the fees you wish to pay into the Shopping Cart, you may click the button. This brings up your Shopping Cart screen:

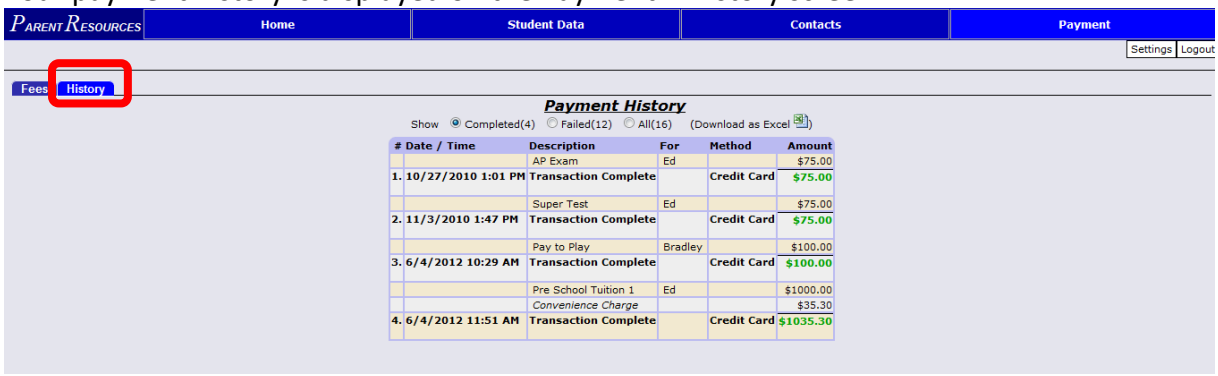
Clicking the Pay for items button takes you to Amazon.com to complete your transaction:


Genesis
SIGN IN
SELECT PAYMENT METHOD
CONFIRM PAYMENT
amazonpayments
A-to-z Guarantee
Sign in with your Amazon account
What is your e-mail address?
My e-mail address is:
Do you have an Amazon.com password?
I am a new customer.
(you'll create a password later)
I am a returning customer, and my password is:
Sign in using our secure server
Forgot your password?
Has your e-mail address changed?

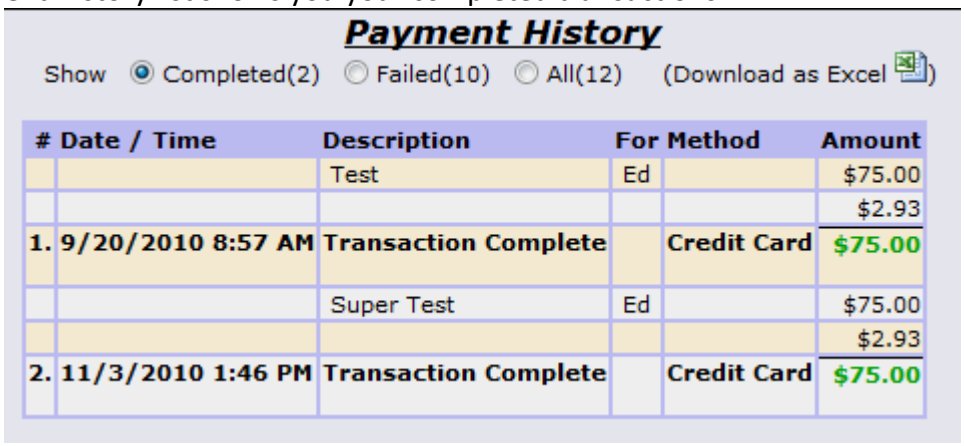
Use the Amazon payment control to pay for fees by credit card.
Amazon.com is the only way to pay. You must have an Amazon account setup in order to use this payment option.

Viewing Payment History

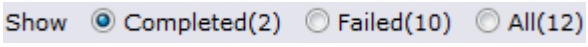
Your payment history is displayed on the Payment→History screen:


Parent Resources
Home
Student Data
Contacts
Payment
Settings
Logout
Fees
History
Payment History
Show Completed(4) Failed(12) All(16) (Download as Excel)
Date / Time Description For Method Amount
AP Exam Ed $75.00
1. 10/27/2010 1:01 PM Transaction Complete Credit Card $75.00
Super Test Ed $75.00
2. 11/3/2010 1:47 PM Transaction Complete Credit Card $75.00
Pay to Play Bradley $100.00
3. 6/4/2012 10:29 AM Transaction Complete Credit Card $100.00
Pre School Tuition 1 Ed $1000.00
Convenience Charge $35.30
4. 6/4/2012 11:51 AM Transaction Complete Credit Card $1035.30

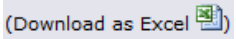
The Payment History list shows you your completed transactions:


Payment History
Show Completed(2) Failed(10) All(12) (Download as Excel)
Date / Time Description For Method Amount
Test Ed $75.00
$2.93
1. 9/20/2010 8:57 AM Transaction Complete Credit Card $75.00
Super Test Ed $75.00
$2.93
2. 11/3/2010 1:46 PM Transaction Complete Credit Card $75.00

The controls along the top of the list of payments also allow you to choose to view:



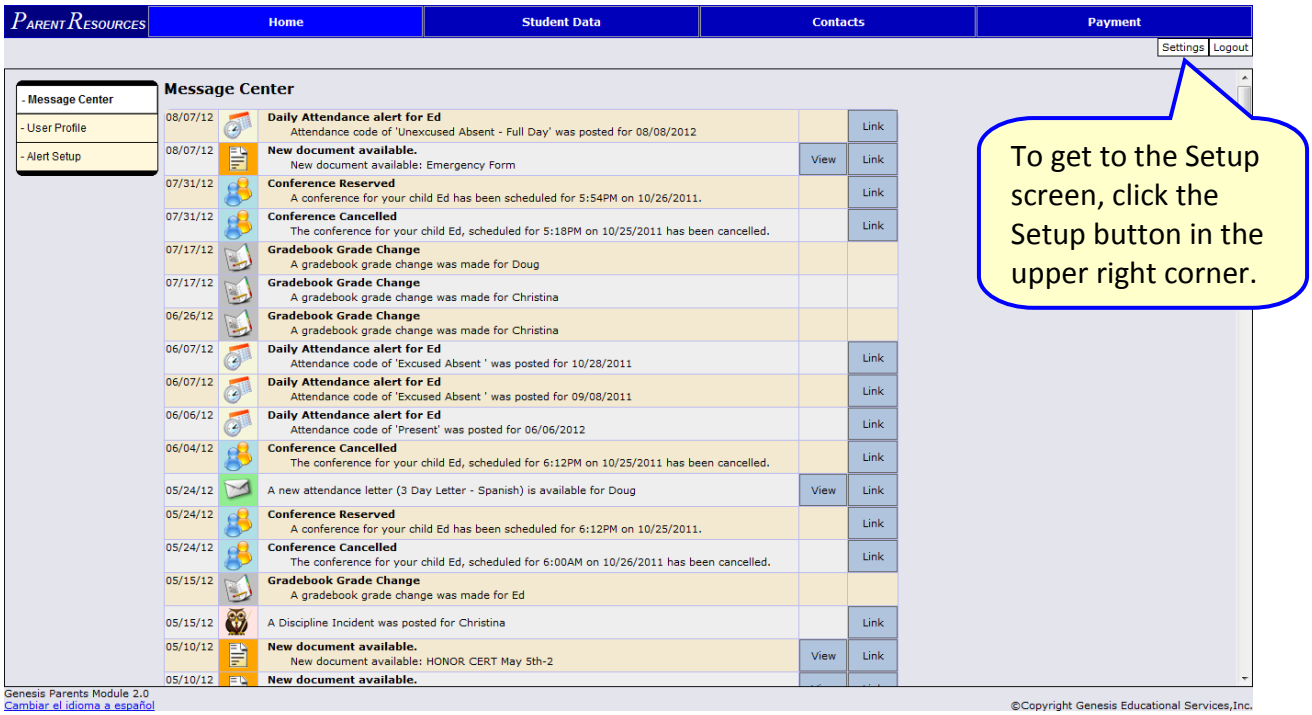
- All your completed payments – those that you successfully paid (shown by default)
- Failed payments – Payments that did not complete for one reason or another.
- Successful and unsuccessful payments in one list

Exporting to Excel: You can export your successfully completed payments to an Excel spreadsheet by click the "Download as Excel" icon button: 

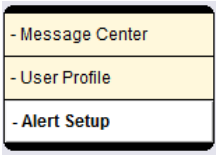
. When you click the icon, the data is exported to an MS Excel spreadsheet.

VIII. Home

A. Introduction to the Home Screens


PARENT RESOURCES
Home
Student Data
Contacts
Payment
Settings
Logout
- Message Center
- User Profile
- Alert Setup
Message Center
08/07/12 Daily Attendance alert for Ed
Attendance code of 'Unexcused Absent - Full Day' was posted for 08/08/2012
08/07/12 New document available.
New document available: Emergency Form
View
07/31/12 Conference Reserved
A conference for your child Ed has been scheduled for 5:54PM on 10/26/2011.
07/31/12 Conference Cancelled
The conference for your child Ed, scheduled for 5:18PM on 10/25/2011 has been cancelled.
07/17/12 Gradebook Grade Change
A gradebook grade change was made for Doug
07/17/12 Gradebook Grade Change
A gradebook grade change was made for Christina
06/26/12 Gradebook Grade Change
A gradebook grade change was made for Christina
06/07/12 Daily Attendance alert for Ed
Attendance code of 'Excused Absent ' was posted for 10/28/2011
06/07/12 Daily Attendance alert for Ed
Attendance code of 'Excused Absent ' was posted for 09/08/2011
06/06/12 Daily Attendance alert for Ed
Attendance code of 'Present' was posted for 06/06/2012
06/04/12 Conference Cancelled
The conference for your child Ed, scheduled for 6:12PM on 10/25/2011 has been cancelled.
05/24/12 A new attendance letter (3 Day Letter - Spanish) is available for Doug
View
05/24/12 Conference Reserved
A conference for your child Ed has been scheduled for 6:12PM on 10/25/2011.
05/24/12 Conference Cancelled
The conference for your child Ed, scheduled for 6:00AM on 10/26/2011 has been cancelled.
05/15/12 Gradebook Grade Change
A gradebook grade change was made for Ed
05/15/12 A Discipline Incident was posted for Christina
05/10/12 New document available.
New document available: HONOR CERT May 5th-2
View
05/10/12 New document available.
Link
To get to the Setup screen, click the Setup button in the upper right corner.
Genesis Parents Module 2.0
Cambiar el idioma a español
©Copyright Genesis Educational Services,Inc.

There are three screens under tab:



1. **Message Center** - The Message Center provides a list of all messages received for your student. There are no settings on this screen – it is an information screen.
2. **User Profile** – This is where you change your password and select a "home" screen (the first screen you see when you login).
3. **Alert Setup** – This is where you set which Alerts you wish to receive.

<u>The User Profile Screen</u>

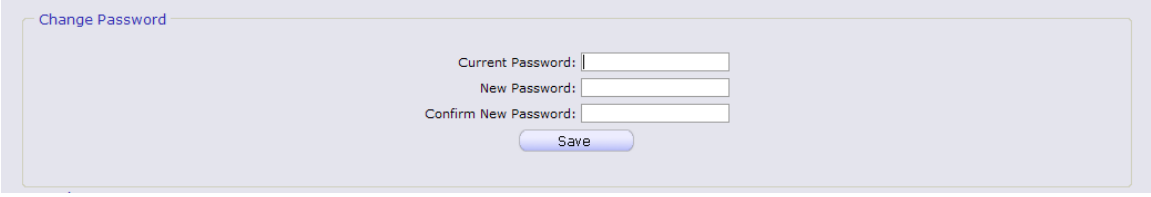
There are two functions located on this screen:

1. Changing your password
2. Selecting your "startup" screen

Each function has a separate "Save" button – when you make a change you must be sure to use the correct buttons.

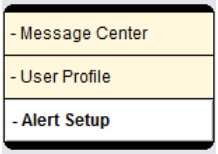
The following sections explain each of these functions.

B. Changing Passwords



Procedure to Change Your Password

1. Click on the Settings tab at the upper left corner of all Parent Access screens. This brings up the **Home→User Profile** screen. You can also click on the Home tab and then on the upper left, click on the "Alert Setup":



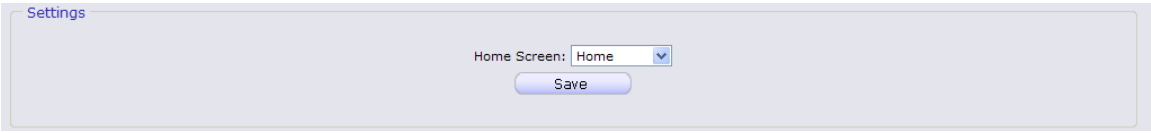
2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
2. Click 'Save'

When you are required to change your password

If your password is changed by the system administrator, the next time you login, you will be required to change your password. The "Change Password" screen will automatically appear and you must do the following:

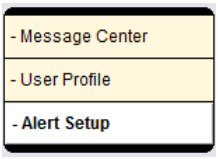
1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire. BE SURE TO WRITE DOWN YOUR NEW PASSWORD.
4. Click 'Save'

C. Setting Your Home Screen



Procedure to Change your Home Screen

1. Click on the Settings tab at the upper left corner of all Parent Access screens. This brings up the **Home→User Profile** screen. You can also click on the Home tab and then on the upper left, click on the "Alert Setup":



2. Find the “Settings” section in the middle of the screen
3. Select your “Home” screen
4. Click ‘Save’

D. The Message Center Screen & Alerts

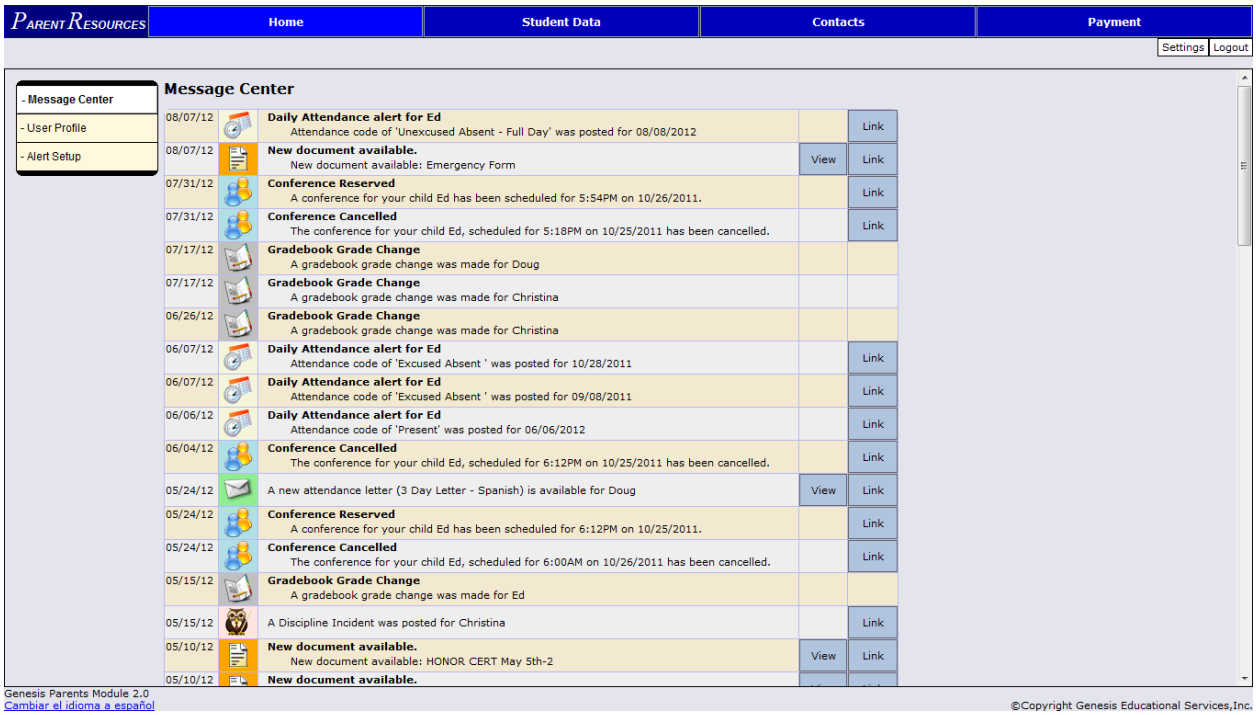

Parent Resources
Home
Student Data
Contacts
Payment
Settings
Logout
- Message Center
- User Profile
- Alert Setup
Message Center
08/07/12 Daily Attendance alert for Ed Attendance code of 'Unexcused Absent - Full Day' was posted for 08/08/2012 Link
08/07/12 New document available. New document available: Emergency Form View Link
07/31/12 Conference Reserved A conference for your child Ed has been scheduled for 5:54PM on 10/26/2011. Link
07/31/12 Conference Cancelled The conference for your child Ed, scheduled for 5:18PM on 10/25/2011 has been cancelled. Link
07/17/12 Gradebook Grade Change A gradebook grade change was made for Doug
07/17/12 Gradebook Grade Change A gradebook grade change was made for Christina
06/26/12 Gradebook Grade Change A gradebook grade change was made for Christina
06/07/12 Daily Attendance alert for Ed Attendance code of 'Excused Absent ' was posted for 10/28/2011 Link
06/07/12 Daily Attendance alert for Ed Attendance code of 'Excused Absent ' was posted for 09/08/2011 Link
06/06/12 Daily Attendance alert for Ed Attendance code of 'Present' was posted for 06/06/2012 Link
06/04/12 Conference Cancelled The conference for your child Ed, scheduled for 6:12PM on 10/25/2011 has been cancelled. Link
05/24/12 A new attendance letter (3 Day Letter - Spanish) is available for Doug View Link
05/24/12 Conference Reserved A conference for your child Ed has been scheduled for 6:12PM on 10/25/2011. Link
05/24/12 Conference Cancelled The conference for your child Ed, scheduled for 6:00AM on 10/26/2011 has been cancelled. Link
05/15/12 Gradebook Grade Change A gradebook grade change was made for Ed
05/15/12 A Discipline Incident was posted for Christina Link
05/10/12 New document available. New document available: HONOR CERT May 5th-2 View Link
05/10/12 New document available.
Genesis Parents Module 2.0
Cambiar el idioma a español
©Copyright Genesis Educational Services,Inc.

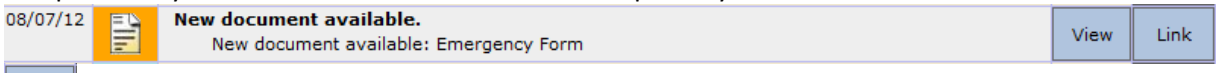
Figure 15 – The Message Center screen lists all types of messages for your students

Using the Message Center

The Message Center provides a list of all messages received for your students. Some of these may be linked to Documents or Letters. There is one Message Center for all your students – all students’ information is located on the same screen.

Anatomy of a Message

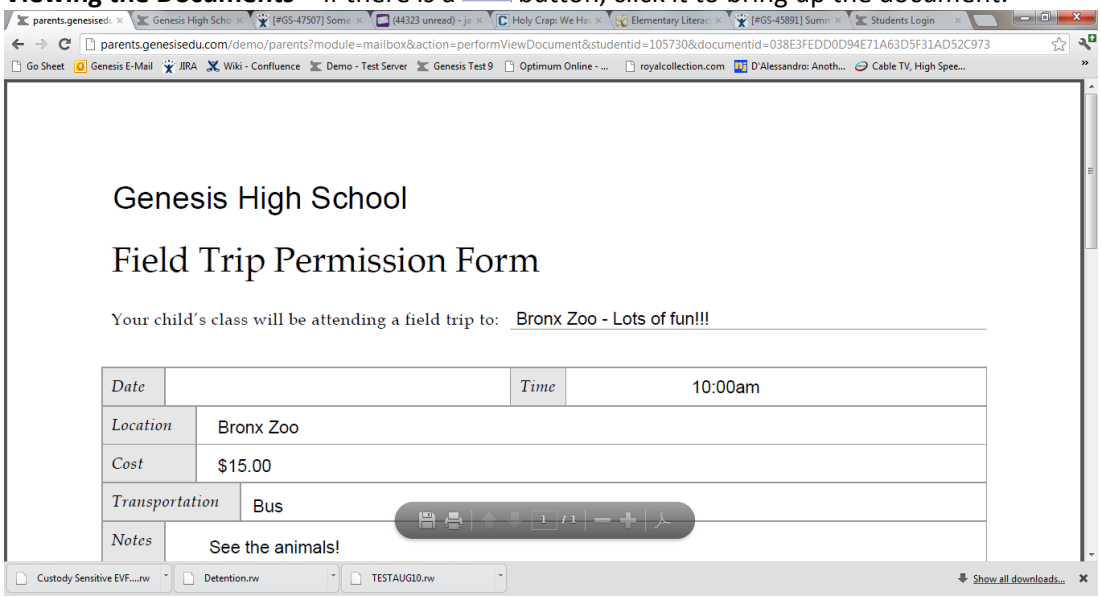
Each Message includes a date, an Icon identifying which module of Genesis sent it, the message itself and potentially an additional line of information and possibly View and Link buttons:



- If there is a “view” button clicking it will bring up the document or letter.

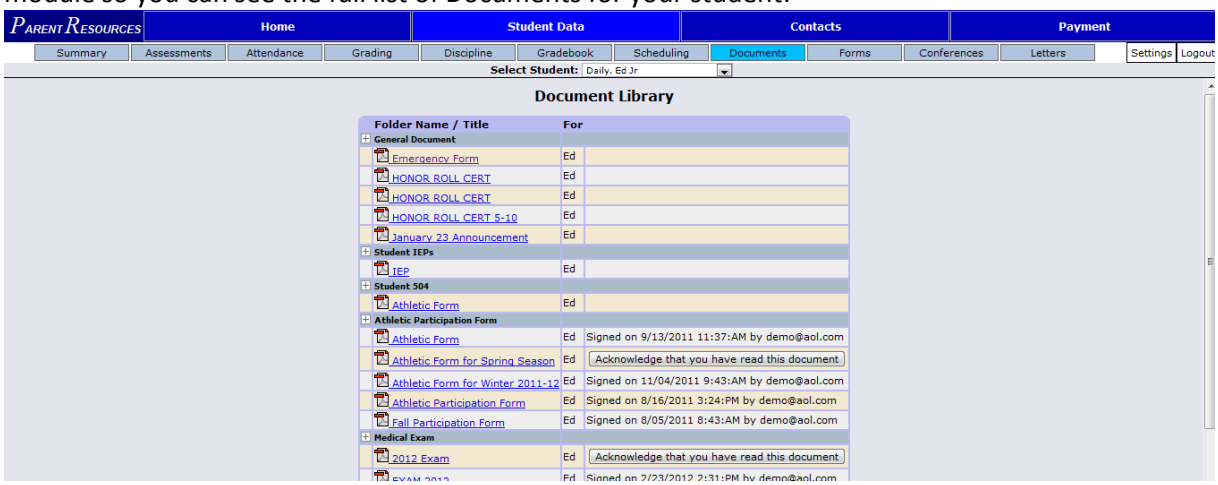
- If there is a “Link” button, clicking it will take you to the Parent screen which will show you the information. For example, if the Alert is about a document, clicking View takes you to the Documents tab. If the Alert is about Attendance, clicking it takes you to the Attendance screen.

Viewing the Documents – If there is a View button, click it to bring up the document:



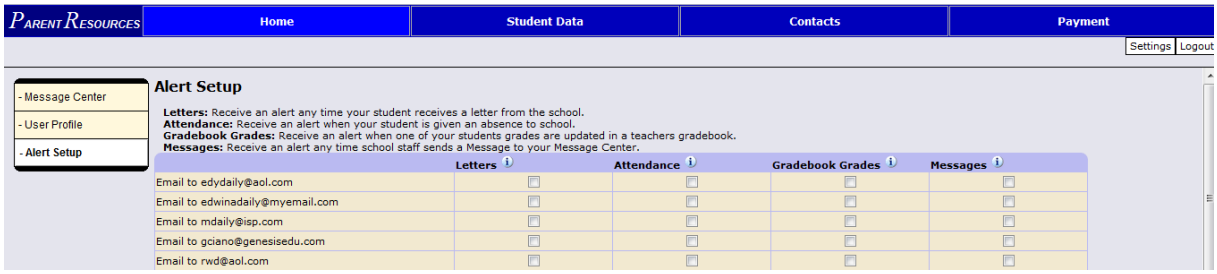
Click the browser back button to return to Genesis.

When there is a "Link" button, if you click it, it will bring up the Documents screen in the Parents module so you can see the full list of Documents for your student:



Other Message types have Link buttons that bring up the appropriate screen.

E. Setting Alerts


Parent Resources
Home
Student Data
Contacts
Payment
Settings
Logout
- Message Center
- User Profile
- Alert Setup
Alert Setup
Letters: Receive an alert any time your student receives a letter from the school.
Attendance: Receive an alert when your student is given an absence to school.
Gradebook Grades: Receive an alert when one of your students grades are updated in a teachers gradebook.
Messages: Receive an alert any time school staff sends a Message to your Message Center.
Letters
Attendance
Gradebook Grades
Messages
Email to edydaily@aol.com
Email to edwinadaily@myemail.com
Email to mdaily@isp.com
Email to gciano@genesisedu.com
Email to rwd@aol.com

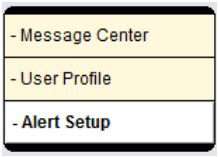
Alerts

Genesis has the ability to send an alert to your contact emails/text message addresses:

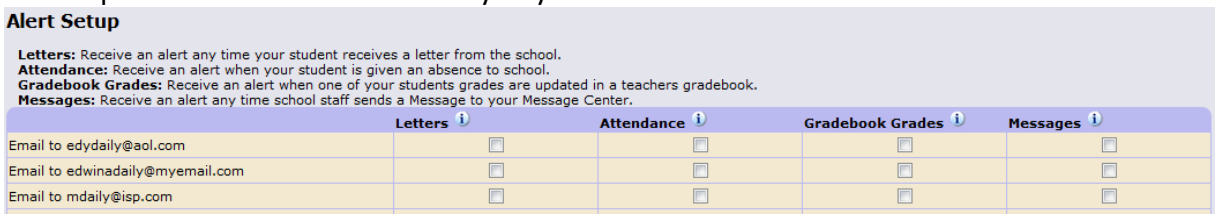
- if your child is absent or tardy or
- if a grade is updated in any of their teacher's Gradebooks
- If an Attendance letter has been generated for one of your children.
- For many other types of messages.

Procedure to Turn On Alerts

1. Click on the Home tab.
2. On the upper left, click on the "Alert Setup":



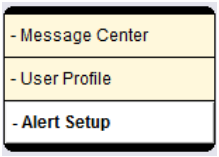
3. This brings up the "Alerts" screen. You will see a list of all the email address and cell phone numbers on file for any of your children:


Alert Setup
Letters: Receive an alert any time your student receives a letter from the school.
Attendance: Receive an alert when your student is given an absence to school.
Gradebook Grades: Receive an alert when one of your students grades are updated in a teachers gradebook.
Messages: Receive an alert any time school staff sends a Message to your Message Center.
Letters
Attendance
Gradebook Grades
Messages
Email to edydaily@aol.com
Email to edwinadaily@myemail.com
Email to mdaily@isp.com

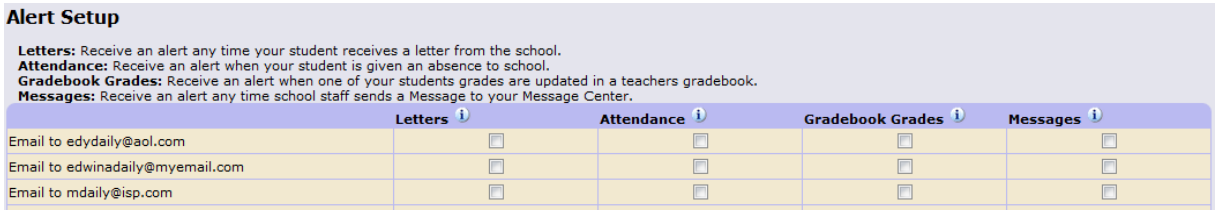
4. For each email address or cell number, check the Alert checkboxes for the alerts you wish to receive.
5. Scroll to the bottom and click **'Save'.**

Procedure to Turn Off Alerts

1. Click on the Home tab.
2. On the upper left, click on the "Alert Setup":



3. This brings up the "Alerts" screen. You will see a list of all the email address and cell phone numbers on file for any of your children:


Alert Setup
Letters: Receive an alert any time your student receives a letter from the school.
Attendance: Receive an alert when your student is given an absence to school.
Gradebook Grades: Receive an alert when one of your students grades are updated in a teachers gradebook.
Messages: Receive an alert any time school staff sends a Message to your Message Center.
Letters
Attendance
Gradebook Grades
Messages
Email to edydaily@aol.com
Email to edwinadaily@myemail.com
Email to mdaily@isp.com

4. For each email address or cell number, uncheck the Alert checkboxes for the alerts you do not wish to receive.
5. Scroll to the bottom and click **'Save'.**

Frequently Asked Questions (FAQ)

1. Where do I get my login?

   Your Genesis Web Access login will usually be your email address. You will give the email address you want to use as your login to your school or district. The school or district will tell you when your login has been entered into the Genesis system.

   If your email address is *not* going to be your login, your school or district will assign you a login.

2. What if I forget my password?

   To replace a lost password you must call your school or district. Information as to who to call should be provided to you in your Web Access Welcome Packet.

   You cannot be given your existing password: for safety reasons, Genesis never displays a user's password, *even to the system administrators*. If you lose or forget your password, you will be given a new, randomly generated password. You will then be required to change the new password the next time you login to Genesis Web Access.

3. What is the URL for Web Access?

   You will be given the URL for Web Access in your Web Access Welcome Packet. If you do not have the Welcome Packet, you must contact your school or district to find out the correct URL.

4. How do I log out of Web Access?

   There is a small "Log Off" button at the upper right of every Web Access screen. Click the "Log Off" button.

5. How can I update my student's Attendance information?

   You cannot update any information. If you believe any information is wrong, you must contact your child's guidance counselor.

6. Is it ok for me to just close the browser rather than log off? Do I really need to log off?

   Closing your browser is not the same as logging off. You *must* log off of Web Access to eliminate the possibility of someone else accidentally getting access to your student's information.

   For example, if you are accessing Web Access from a public place, such as a library or other public internet access point, if you just close your browser and walk away, without logging out, there is a chance that someone else will be able to immediately reattach to your Web Access session and view your child's information. Logging off properly terminates the Web Access session.

   Always log off of Web Access – Never just close your browser

7. What if I do not have access to all my students?

   If you need access to a student that is not yet linked to your Web Access login please contact genesis@readington.k12.nj.us

8. What if I don't have access to my child's Report Card?

   Usually a school only displays the most recent report card that was sent home. If the actual report card is not available online, it may be that none has yet been sent home or that the previous Marking Period's report card has been "turned off" so that the new Marking Period's report card can be prepared.

If you experience any issues with the Parent Portal please email genesis@readington.k12.nj.us